



Posted: Friday, December 04, 2020

## NOTICE AND CALL OF A REGULAR MEETING OF THE TRINIDAD CITY COUNCIL

The Trinidad City Council will hold a regular meeting on  
**TUESDAY, DECEMBER 08, 2020, at 6:00 PM**

### **THIS MEETING WILL BE HELD VIA WEBEX VIDEOCONFERENCE**

In accordance with Executive Order N-29-20 this meeting will be held via videoconference, and will be hosted on the **Cisco Webex Platform**. Learn more about Webex here: <https://www.webex.com/>

**PUBLIC COMMENT:** Public comment may be submitted via email in advance of the meeting, or in an orderly process during the conference. If you do not have access to email and you would like to provide a written statement, please deliver your comment to 409 Trinity Street, Trinidad CA, by 2:00pm on the meeting day.

Email public comments to [cityclerk@trinidad.ca.gov](mailto:cityclerk@trinidad.ca.gov) Your comments will be included in the public record for the meeting, and will be accepted at any time during the meeting.

**HOW TO PARTICIPATE:** The City will publish a direct link to the conference, along with the participant code, on the City Calendar page online at <http://trinidad.ca.gov/calendar>

- I. **CALL TO ORDER**
- II. **PLEDGE OF ALLEGIANCE**
- III. **ADJOURN TO CLOSED SESSION – No Closed Session Scheduled.**
- IV. **APPROVAL OF AGENDA**
- V. **APPROVAL OF MINUTES – 10-13-2020 cc**
- VI. **COUNCIL REPORTS/COMMITTEE ASSIGNMENTS**
- VII. **STAFF REPORTS – City Manager & Law Enforcement**
- VIII. **ITEMS FROM THE FLOOR**

At this time, members of the public may comment on items NOT appearing on the agenda. Individual comments will be limited to 3 minutes or less. Comments should be directed to the Council as a whole and not to individual Council Members or staff. Council and staff responses will be minimal for non-agenda items.

#### **IX. CONSENT AGENDA**

All matters on the Consent Agenda are considered routine by the City Council and are enacted in one motion. There is no separate discussion of any of these items. If discussion is requested by any Council member, that item is removed from the Consent Calendar and considered separately. A single opportunity for public comment on the Consent Agenda is available to the public.

- 1. Staff Activity Report – November 2020
- 2. Financial Statements – October 2020
- 3. Law Enforcement Report – November 2020

#### **IX. DISCUSSION/ACTION AGENDA ITEMS**

- 1. Public Safety Update from Humboldt County Sheriff Department.
- 2. Continued Discussion/Decision regarding Revised Government to Government Consultation Policy (Native American Tribes) and Consider Approval.
- 3. Discussion/Decision regarding Revised Edwards Street Bicycle and Pedestrian Connectivity Project Design (formerly known as the Van Wycke Connectivity Project).
- 4. Discussion/Decision regarding Draft Drought Contingency Plan.

5. Discussion/Acceptance of Resolution 2020-21; Certification of 2020 General Election Results
6. Discussion/Update regarding January Council Meeting Schedule.
7. Discussion/Update regarding Current Vacancies on the Planning Commission, Trails Committee, and Short-Term Rental Committee.

**X. FUTURE AGENDA ITEMS**

## **COUNCIL REPORTS / COMMITTEE ASSIGNMENTS**

*The following pages include optional written reports submitted by Councilmembers.*

## Committee Reports for Richard Clompus, December 8, 2020

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### 1. Indian Gaming Benefits Committee

- No meetings scheduled for this committee. Inactive since 2011 due to lack of state funds.

### 2. California Coastal National Monument Gateway Committee (CCNM)

- Next Quarterly CCNM Trinidad Gateway meeting will be Thursday, 1-21-21, 10am-12pm.

### 4. Humboldt County Visitors Bureau (HCVB)

- Referrals made to the bureau to update [VisitRedwoods.com](http://VisitRedwoods.com) website for the following organizations:
  - **Greater Trinidad Chamber of Commerce - Allie Heemstra**
    - Fish Festival - 3rd Sunday in June
    - Trinidad to Clam Beach Run
    - Thanksgiving Day Blessing of the Fleet
    - Trinidad Art Nights (Community Arts Trinidad & Greater Trinidad Chamber of Commerce)
  - **California Coastal National Monument Gateway Committee - Carol Vander Meer**
    - Tastin' Trinidad
    - Trinidad Coastal National Monument Festival
  - **Trinidad Civic Club - Jan West**
    - Memorial Day Lost at Sea Reading
    - Santa Claus Boat Celebration
- Waiting for response from the following organization:
  - **Trinidad Bay Arts & Music Festival - Julie Fulkerson/Vanessa Kibbe**

### 5. Trinidad Water Committee

- Water conservation cards (5x7") submitted for printing to be inserted into packets for short term rental operators.



**T**rinidad is one of the most spectacular and pristine segments of the California coast and offers unique opportunities to discover and view many offshore rocks and islands along with their inhabitants. Frequent morning and afternoon fog creates a unique atmosphere to experience and photograph.

**D**uring the Spring and Summer months each year, there is reduced rainfall. Our town's limited water supply is dependent on snow melt and rainfall. Please do your part to conserve this vital resource.

## Water is Precious

Conserving and using water wisely helps protect our environment and supports our quality of life.

We need everyone to do their part to conserve water so that Trinidad will always have enough for all its residents and visitors. Here are a few steps we can all take to conserve water usage:



Turn off the faucet while brushing your teeth or shaving.



Shower rather than bathing. Turn water off while lathering.



Be sure faucets are turned completely off.



Don't use the toilet as a trash receptacle.

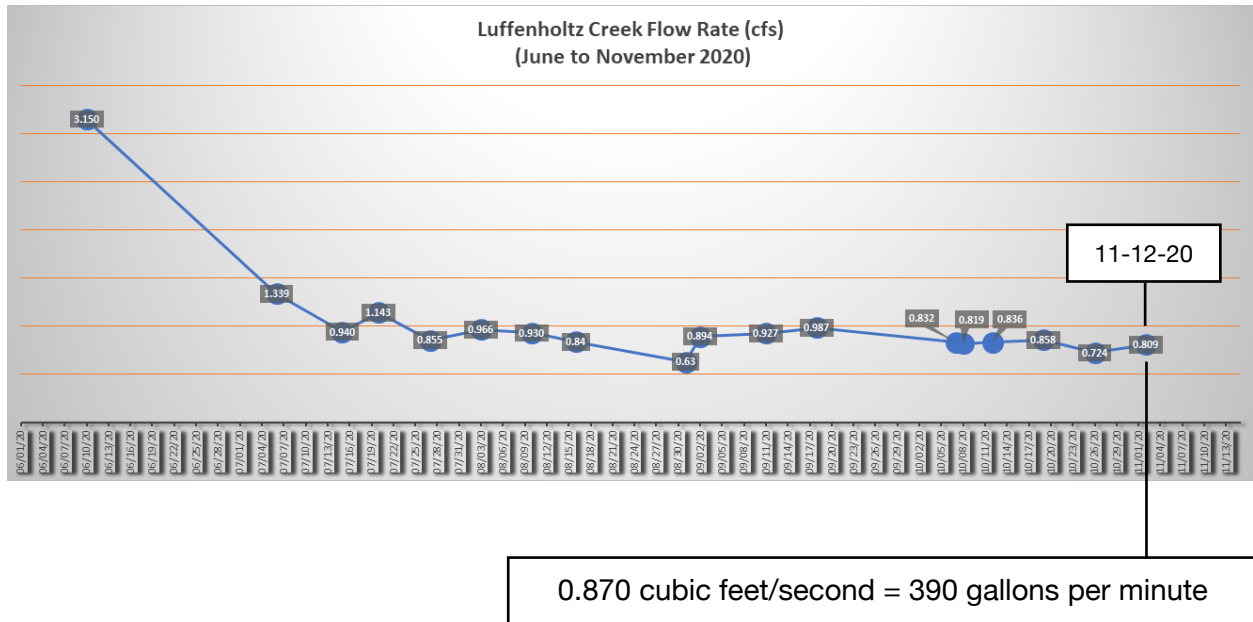


Report leaky faucets or running toilets to your rental manager.

City of Trinidad 12/2020

- **Luffenholtz Creek Water Flow Rate**

- most recent water flow measurement reported was on November 12 with flow rate of 0.870 CFS.
- Flow measurement system needs to be automated so water works can review and report flow in real time without the need for a technician to provide readings.
- The city manager has been asked to review contract with Pacific Watershed who provided the creek flow measurement equipment and services.



**APPROVAL OF MINUTES FOR:**

**OCTOBER 13, 2020 CC**

***NOVEMBER 10, 2020 CC***

***NOVEMBER 24, 2020 SCC***

***(will be presented for review at the next regular meeting)***

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**Supporting Documentation follows with:**

**9 PAGES**

**MINUTES OF THE REGULAR MEETING OF THE TRINIDAD CITY COUNCIL**  
**TUESDAY, OCTOBER 13, 2020**

**I. CALL TO ORDER**

Mayor Ladwig called the Webex virtual meeting to order at 6:00pm. Council members in attendance: Ladwig, Clompus, West, Grover, Davies. City Staff in attendance: City Manager Eli Naffah, City Clerk Gabriel Adams, City Planner, Trevor Parker. Approximately 23 people were participating.

**II. PLEDGE OF ALLEGIANCE**

**III. ADJOURN TO CLOSED SESSION – *Moved to the end of the meeting.***

1. *Pursuant to Government Code, Section 54957: Continued City Manager Performance Evaluation*

**IV. APPROVAL OF THE AGENDA**

*Motion (Ladwig/West) to move closed session to the end of the meeting. Passed unanimously.*

*Motion (Grover/West) to approve the agenda as amended. Passed unanimously.*

**V. APPROVAL OF MINUTES**

*Motion (Grover/Clompus) to approve the 08-11-2020 cc minutes as written. Passed unanimously. 09-08-2020 minutes will be amended and returned to the November meeting for approval.*

**VI. COUNCIL REPORTS/COMMITTEE ASSIGNMENTS**

**Grover:** I'm on the ballot on November 03, and hope to keep the seat and continue working on important issues facing Trinidad. RCEA: Attended webinars and learning a lot about the future of energy in the area, and on a subcommittee that focuses on racial equity, reaching out to local Tribal Governments and getting them involved.

**Clompus:** Written report submitted and included in the packet. Highlighted his roles on each committee assigned. Introduced himself to each group and will continue to provide updates to the Council with activity conducted by each organization. Indian Gaming, Waste Management, Gateway National Monument, Visitors Bureau,

**Davies:** Trails Committee met 2 weeks ago and discussed the Trails Policy. Next meeting in October will discuss budget, signage, etc.

**Ladwig:** RREDC: Increased loan opportunities to businesses for Covid impacts. Summarized G2G Meeting with Yurok Tribe held on September 22, and noted the official minutes will be prepared and reviewed at the November regular meeting.

**West:** HCAOG meeting was cancelled last month.

**VII. STAFF REPORTS – *City Manager & Law Enforcement***

City Manager Eli Naffah noted the highlights listed in the packet report and noted the following information. 1) All residents will receive a commemorative pin for the City's 150 anniversary in November, 2) League of Women Voters requested hosting a candidate forum for the 2-year race, but candidate Mike Morgan declined to attend a virtual meeting, 3) ATT/Verizon update regarding Trinidad Head cell site, 4) Luffenholtz Creek flow monitoring.

**VIII. ITEMS FROM THE FLOOR**

*(Three (3) minute limit per Speaker unless Council approves request for extended time.)*

**Cheryl Kelly – Trinidad**

Request that the City consider developing 1) a signage master plan, 2) emergency evacuation plan, and 3) water shortage and communications plan.

**Shirley Laos – Trinidad Rancheria**

Appreciated Clompus's report. The CCNM Festival was held virtually – not cancelled. There are also many partners on the CCNM Committee that were not mentioned in Clompus's report. Question about Luffenholtz Creek flows and the Water Committee plan to notify users. Asked if G2G closed session meeting with Yurok Tribe was attended by all Councilmembers.

**Sarah Lindgren-Akana** – Tsurai Ancestral Society

Regarding signage, make sure you review the Tsurai Management Plan before implementing any signage.

**Dorothy Cox** – Trinidad

Disappointed there was no candidate forum, and that Mr. Morgan refused to participate. There are homeless camp problems in the area behind Murphy's. I volunteered to clean up trash. Proud of STR's that honored the shut-down in April, but feel it was unacceptable that the Bed & Breakfast did not.

## **IX. CONSENT AGENDA**

1. Staff Activity Report – September 2020
2. Financial Statements – August 2020
3. Law Enforcement Report – September 2020
4. Resolution 2020-18: Local Roads Safety Plan & Application
5. CIRA-JPA Agreement and Bylaws
6. City Attorney Legal Services Agreement with Mitchell Law Firm.
7. Second Reading of Ordinance 2020-01; Extending the .75% Transaction and Use Tax For General Purposes to Continue to be Administered by the California Department of Tax and Fee Administration if Adopted by the Voters at the November General Election.
8. Amending Resolution 2019-13 Authorizing the Trails Advisory Committee
9. Proposition 68 Coastal Resilience Planning Grant

*Motion (Clompus/Grover) to approve the consent agenda as amended, pulling the water report from the staff activity report for discussion, along with Item 8. **Passed unanimously.***

Regarding Item 1, Staff Activity Report, Clompus requested that the water Usage & Loss report only include the last 5-6 months from now on.

Regarding Item 8, Resolution 2019-13; amending the Trails Advisory Committee Resolution, Yurok Tribal Council Representative Sheri Provolt requested further discussion to include input from the Tsurai Management Team.

Public comment included:

**Sheri Provolt – Yurok Tribal Councilmember**

Request adding the Tsurai Ancestral Society to the Trails Committee membership list.

**Shirley Laos** – Trinidad Rancheria

I'm on the trails committee as a member of the Trinidad Rancheria. We already take into account the Management Plan, just like we refer to the Trinidad Head Study Report, and many others. The Management Plan is advisory only – not a policy. If you call out the Tsurai as another group to include, that is contrary to the City deciding to not include the Rancheria in Management Team discussions. The Management Plan is taken into consideration during Trails Committee discussions. If you include the Tsurai in the Trails Committee, then you should include the Rancheria in the Management Team.

**Sarah Lindgren** – Tsurai Ancestral Society

Before we start drawing legal conclusions, composition regarding the Management Team is in litigation. As far as the Trails Committee reaching out to other people, they haven't reached out to the Management Team. The Plan should be executed through the Management Team, not through the Trails Committee. Let the litigation process decide who is included, or not.

**Davies:** The revision I'm suggesting involves the Business/Visitor Services appointee. I put this forward so in case another member from the business community wanted to join, the Council would have the authority to appoint that individual instead of having another member of the same organization simply take their place. I hear the comments being made, but maybe this committee is outgrowing its usefulness.

**West:** I think we got off-track here. Membership discussions should be saved for another meeting.

**Ladwig:** The City is working towards revitalizing the Management Plan Team, which is separate from the Trails Committee item before us tonight.

**Clompus:** The reason this has been brought up was that the language to appoint the Business/Visitor Services Representative needs to be updated. Based on what the Tsurai representative brought up tonight, there could be a future discussion to include their organization in the membership.

*Motion (Davies/Grover) to accept and approve the revised Resolution, to include revisions proposed in the packet regarding Business/Visitor Services member appointment. **Passed unanimously.***

#### **X. DISCUSSION/ACTION AGENDA ITEMS**

##### **1. Proclamation 2020-01: Celebrating Indigenous People's Week**

**Councilmember Clompus** explained that it is important to realize that this was this land belonged to Indigenous people not that long ago, and this will allow an opportunity to honor the people that were here before us. It is an honor to proclaim this week, but hope that next year we can have activities planned that will bring this to life – their culture and accomplishments.

**Grover:** Thanked Clompus for bringing this forward. The more we do this, the better.

**Davies:** I think it's important to recognize this. West agreed.

**Ladwig:** Thanks for putting this together.

There was no public comment.

*Motion (Ladwig/Clompus) to approve and adopt Proclamation 2020-01; Celebrating Indigenous People's Week. **Passed unanimously.***

##### **2. Discussion/Decision regarding Water Main Replacement for Van Wycke Street.**

City Engineer Steve Allen explained that decisions have been made in the design process to ensure cultural sensitivity, and the idea tonight is to bring the draft forward for public input. It will be prudent to replace the storm drain along with the water utility while work is being done in the area, which has been included in the design. The temporary water line material is designed to be temporary, but is a product that can be exposed to the elements and possibly be reused once it's replaced with a permanent fix. Reducing the storm drain from a 12" to 6" line is also being proposed so when decommissioned there will be more pipe available for future uses elsewhere. Minimum excavation in existing, pre-disturbed areas is being proposed. Most of the work will be done by hand, subject to cultural monitoring. Excavated material will be put back in place.

##### Council questions:

**Clompus:** Once the project begins, how long will it take to complete? Allen explained that they didn't estimate or mandate the timeline, but should be a matter of days, or possibly a week.

**Davies:** We approved this project on July 14. It's now October and we're finally reviewing the plans. I hope that in the future we get updates on why it's taking so long to complete. An emergency to me means weeks, not months.

**Grover:** People can't walk on the pipe, right? Allen explained that the pipe would be a trip-hazard, and be located up slope.

##### Public comment included:

**Anita Thompson** – Trinidad

Thanked the City Engineer. Concerned with fire danger and frustrated with how long this is taking. Have we contacted contractors yet? Will this be a priority? **City Manager Naffah** explained that it is important to alert the Tsurai in advance, and we wanted to get their input before we begin.

**Sarah Lindgren** – Tsurai Ancestral Society

We appreciate being included, but in the future please give us more time to review the project.

##### Council comments included:

**Clompus:** I'm also frustrated with the lack of priority. It just seems like everything takes a long time.

**City Engineer Allen** explained that a detailed cost estimate was not developed, in fear of delaying the project further. I don't have that much faith in the \$30,000 cap.

**Ladwig:** I suggest authorizing \$30,000 with a 30% contingency.

**City Manager Naffah** explained that depending on the bid outcome, staff could be authorized to move forward if the bids come in under \$30k plus the 30% contingency. If not, we'll call a special meeting.

**Davies:** How much have we spent so far? **Allen** did not have that figure on hand.

*Motion (Ladwig/Clompus) to direct the City Manager and Engineer to fast track the emergency repair across the failing Van Wycke slope, and authorize staff to proceed with a maximum budget of \$30,000 plus 30% (\$39,000). If the bids come in over the 30% contingency, a special meeting will be called. **Passed unanimously.***

3. Discussion/Decision regarding Resolution 2020-19; Entering into an Energy Service Design-Build Contract for the Town Hall Solar Project.

City Manager Naffah explained that the City of Trinidad partnered with Redwood Coast Energy Authority (RCEA) to execute the administrative heavy-lifting to plan and manage the installation a Solar array on the roof of the Trinidad Town Hall. RCEA put the project out for bid in August, and held a pre-bid conference for interested, qualified contractors. The total project was presented as 2 components; 1) A mandatory solar array, and 2) an optional back-up battery storage.

Documents included in the packet explain the results of the bid process, and provide insight from RCEA representative Mike Avcollie as to the credentials of both contractors. A typical public bid process would yield clear results... the lowest, qualified, and responsive bid would be selected. However, in this situation the City is faced with an opportunity to further its commitment to energy resiliency and climate awareness. The bid from Haven-Electric includes the option of battery storage.

The City applied for an energy resiliency grant through PG&E earlier this summer for the battery storage component of this project, but was not awarded the grant. RCEA assisted the City in applying for a 1% interest loan program through the California Energy Commission, but staff concluded it would be more efficient to simply pay for the project using the budget reserves that have been saved over many years specifically for public building improvements and investments. The FY2020-2021 budget adopted in June includes this expenditure.

The question before the Council tonight is whether to dip further into the reserves to the tune of approximately \$18,500 to go for the solar/battery back-up combo, or stick with the lowest bid for solar only and complete the project under budget.

**Some additional information to consider:**

- Current budget reserves are stable available should the battery storage option be desired.
- The current town hall generator runs off propane, is nearly 20 years old, and costs between \$800-1,500/year to maintain. Costs rise each year as generator components continue to deteriorate with age.
- The current generator is located in the alley behind the building, adjacent to numerous residences, emits noise at a very high volume when operating, along with a potent exhaust.

Council comments included:

**Clompus:** With a 20-year old propane generator standing by to power the Town Hall generator, it makes perfect sense to invest in the battery panel. What is the timeframe for installation?

**Mark Schaffer from Haven-Electric** explained that a Tesla powerwall has been specified for the project. The Town Hall is your emergency operation center and therefore qualifies for a \$26,000 rebate through PGE. You'll have to pay us up front, but there will be a rebate within 6-12 months. The City will essentially get the batteries for free. We could potentially complete the project by the end of the year.

There was no public comment.

*Motion (Clompus/Davies) to approve the bid from Haven Electric for the solar array and power wall installation, and authorize the contractor to facilitate the rebate on the City's behalf. Passed unanimously.*

4. Discussion/Decision regarding Draft Government-to-Government Meeting Policy.

**City Manager Naffah** introduced City Attorney Russ Gans. Gans explained the draft Government to Government policy. Assuming whether or not you want to form an Ad Hoc or Standing Committee and designate Council members and staff will determine how we develop your policy. There isn't a one-size-fits-all process. The Tribal entities initiate the G2G protocol, and there's a difference how culturally sensitive issues are handled, as compared to policy-oriented discussions.

Council questions included:

**Clompus:** Regarding 2x2 meetings. Is it up to the Tribal Government to determine how many representatives that want to attend? If there is a closed session to preserve confidentiality, how do we report out without jeopardizing confidentiality?

**Gans** explained that a defined committee having jurisdictional authority with continuing purpose and regular meetings, the meetings should be agendized and public. Many topics discussed may not be confidential, and appropriate for public forums. When the Council formally creates a subcommittee of itself, the Brown Act must be followed. If you form a committee with a focused purpose, and/or regularly scheduled meeting times, the Open Meeting requirements should be observed. Larger entities have designated Staff to discuss items of confidentiality with Tribes.

**Davies:** I'm glad we're receiving this detailed advice. It answers many of my questions. The public needs to know what's going on so deals aren't being made behind the scenes. Since April 2020, I count at least 5 of 7 meetings that were held or attended by our previous consultation representatives to discuss water. I would like to understand 1) the difference between Tribal communities and Sovereign Nations, 2) a reporting out procedure, 3) more talk about developing a 2x2 committee, and 4) always publishing an agenda.

**Gans** explained that generally, if there was no quorum of Council in attendance, then there was no apparent problem or Brown Act violation. The issue of concern is when a subcommittee of the Council is created, meeting with regularity, and the Brown Act is not being followed. By adopting some formality, we hope to avoid confusion in the future and help facilitate better communication in the future.

**West:** Myself and the Mayor, along with the City Manager, have met with a large group from the Rancheria, regularly when they had information to share with us. How does this fit with the Brown Act?

**Gans** recommended that structurally-similar meetings should be conducted consistently with the Brown Act. The nature of consultation, however, depends on the meeting subject. Confidentiality must be preserved when specific topics are discussed. The draft policy is modeled after the Coastal Conservancy's policy.

**Davies:** If we went the liaison route, could the designated representative be able to bring confidential information back to the Council for those issues? The State outlines specific subjects that are confidential. **Gans** stated that he was unaware of any Brown Act exemptions for those topics being circulated through the Council.

Public comment included:

**Bryce Kenny** – Trinidad

I appreciate your new Attorney's input. The proposed policy looks like a standing committee. You could create a standing committee for non-confidential discussions, then appoint an Ad-Hoc committee for confidential issues. There's no exemption in the Brown Act that covers G2G meetings. The Public Records Act clearly protects confidentiality of cultural resource items. I agree with Davies that "tribal communities" should be defined. Be careful about ambiguous phrases like that. The draft policy is not ready yet.

**Sheri Provolt** – Yurok Tribal Councilmember

Suggested that Gans reach out to the Yurok Tribal Attorney to discuss the consultation process and receive input for the draft policy.

Council comments included:

**Grover:** I agree with Provolt that it may help to have our Attorney meet with the Yurok Tribe's Attorney.

**West:** The policy needs work, but it's a great start tonight.

**Ladwig:** I support 2x2 meeting formats for ease of meeting and brainstorming sessions, keeping the topics general, and reporting back to the Council for decisions.

**Davies:** Confidential topics are clearly defined in the law. Planning projects and general issues can be discussed in open session.

**Clompus:** I would like to have an open line of communication with our tribal neighbors in an effort to solve common problems.

*No decision was made. Input was provided to staff for consideration while the draft policy is being developed.*

5. Discussion/Guidance regarding Halloween in Trinidad.

**Mayor Ladwig** explained that staff is looking for feedback from the Council as to what should be communicated to the public regarding the upcoming Halloween holiday.

Council comments included:

**West:** I'm open to ideas, but concerned about how Halloween may affect public health. We could put out a press release discouraging celebration this year.

**Clompus:** I'm not a big fan of kids coming to our doorsteps this year. I have a hard time supporting that this year.

**Davies:** I agree with Clompus – except I'm the grinch and don't enjoy Halloween, and don't feel we need to entertain the north County this year.

**Grover:** I agree with Davies.

**Ladwig:** This is very much a family holiday affair.

Public comment included:

**Anita Thompson** – Trinidad

We should put a press release out not welcoming people this year.

**Dorothy Cox** – Trinidad

Not a good year to be inundated this year.

**Bryce Kenny** – Trinidad

I agree with everyone.

*By consensus, the Council directed Staff to develop and distribute a press release discouraging traditional trick-or-treating this year in Trinidad.*

6. First Reading of Ordinance 2020-02; Amending Section 3.20.100 Regarding Transient Occupancy Tax Recordkeeping.

*Councilmember Ladwig recused himself from the discussion.*

Councilmember Clompus explained that this item was introduced at the September meeting in an effort to align the City's ordinance with State policy regarding auditing lodging operator Occupancy Tax records. The first reading of the draft ordinance is presented tonight. If approved, the second reading will be introduced at the October meeting, and the ordinance will go into effect 31 days later.

There was no public comment.

Council comment included:

**Davies:** Good idea to have the City Attorney review the draft ordinance.

*Motion (Davies/Grover) to adopt the first reading of Ordinance 2020-02; Amending Section 3.20.100 Regarding Transient Occupancy Tax Recordkeeping. Passed 4-0-1 (Ladwig recused).*

7. Discussion/Decision regarding Restricting Overnight Parking on Edwards Street Between Trinity and Hector Street.

**Mayor Ladwig** introduced the item. **City Manager Naffah** explained that the City would like to get started by placing signage near the parking area adjacent to the bluff.

Council questions included:

**Clompus:** If we don't want signs along the bluff, could we paint the roadway instead? I don't believe we can support overnight RV parking in town.

**Davies:** This is not just a problem on Edwards Street. It happens on Main and other streets in town. The issue should be addressed through town. We have an ordinance prohibiting overnight camping, that should be more developed. No camping or sleeping overnight in public places will help prevent creating problems for residents that have RV's parked on the street. We need enforcement as well.

**West:** We should have a traffic study to help address these issues. No RV parking anywhere in the City could work, but a traffic study should be done before next summer and preventative measures should start with Edwards Street.

Public comment included:

**Dorothy Cox** – Trinidad

There's no reason Edwards Street should be singled out. If you push them off Edwards, they'll end up on my street. There are regular campers in town. A traffic study should be done for the entire City. The Sheriff recommends residents call them when they witness violators. I vote for a traffic study, an parking study, and no RV's overnight in town, anywhere.

**Sheri Provolt** – Yurok Tribal Councilmember

I urge you to use caution prohibiting RV's from parking on the street overnight. There should be exceptions for residents with visiting family, or perhaps with special permission.

**Adora King** – Trinidad

Take a strong stand on this. We will all sleep better and feel safer at night. No RV parking on City streets after 10pm, or get a permit from the City if needed.

**Sarah Lindgren** – Tsurai Ancestral Society

There should be a city-wide ordinance. There is increased foot-traffic and human waste in the Tsurai Study Area. We will work with the City to develop signage.

Council comments included:

**West:** We should get started immediately on the traffic study. Ladwig agreed.

**Davies:** We should have the City Attorney review no-parking and no camping ordinances to make sure they're enforceable. This should be done sooner than later, and a parking placard program should be considered as well. **Ladwig** agreed.

**Grover:** Agree with Davies and West, but exceptions should be considered.

*No decision was made. Staff will take the input and begin processing steps involved to implement the various ideas suggested.*

8. Resolution 2020-20 – Supporting Prop 20, Reducing Crime and Keeping California Safe Act

**City Manager Naffah** explained that the League of California Cities requested that member Cities consider supporting Prop 20 and proposed the draft Resolution.

There was no public comment.

Council comments included:

**Ladwig:** I oppose Prop 20.

**Davies:** Both sides of the argument should be included in the packet. I oppose Prop 20.

**Grover,** Clompus, and West also oppose Prop 20.

*Motion (Davies/Ladwig) to reject Resolution 2020-20, and not support Proposition 20. **Passed unanimously.***

9. Fiscal Year Budget Review

City Clerk Adams explained that

The FY2020-2021 budget was adopted at the June 23<sup>rd</sup> City Council meeting. At that meeting, Councilmember Davies asked for “calendared budget meetings to be scheduled quarterly this upcoming year”, and the request was made that an update be provided to the Council at this meeting.

Quarterly reviews make clean benchmarks for understanding fiscal performance. Although this meeting is occurring after the close of the first quarter of fiscal year (September 30), financial reporting through September 30 generally lags 30 days past the close of the month. The financials published in this packet (Consent Agenda Item 2) cover the period of July 01-August 31. It is hard to understand trends with just two months of activity displayed, but there’s never a bad time to conduct budget check-points throughout the year.

The last time the Council discussed City finances was on June 23 when the budget was approved. There were several revenue uncertainties due to the Covid-19 shut-down crisis that Staff was tasked with forecasting to develop an understanding of the City’s financial position as it transitioned to the new fiscal year. Those unknowns posed significant pot-holes in the budgeting process, and the rational that the City would weather the storm at that time was based on the following premise; 1) the reduction of expenses overall in 2019-2020 offset forecasted losses in the April-June quarter, and 2) any revenue losses beyond anticipated decreases would be covered by a healthy reserve allocated for budget stabilization.

For reference, the figure below was included in budget presentations in May & June to explain how the city approached revenue budgeting for the Covid Shut-Down quarter of April-June 2020:

**City of Trinidad General Fund Revenue Source Projection FY 2020**

Property Tax	\$ 100,000				
Sales Tax 1%	\$ 111,000	Budget, Minus 35% Decline for April-June Qtr.			
Sales Tax .75%	\$ 111,000	Budget, Minus 35% Decline for April-June Qtr.			
Occupancy Tax	\$ 97,000	Budget, Minus 85% Decline for April-June Qtr			
Vehicle Licenses	\$ 28,500				
Licenses/Permits	\$ 48,000	Business & STR Licenses, Development Permits, Etc.			
Rent/Franchise Fees	\$ 118,000	Verizon Rent Windfall			
Interest Earning	\$ 17,500	Budget, Minus 30%			
Other	\$ 12,632				
<b>Total</b>	<b>\$ 643,632</b>				

As it turns out, the City received \$100,069 in Transient Occupancy Tax, and \$277,773 in Sales Tax through quarter ending June 30, 2020. The Occupancy Tax projection was predictable because Covid forced a complete closure of the short-term rental industry. The Sales Tax projection, however, was less predictable. It appears that the impact of having less people consuming taxable goods in town may have been offset by residents purchasing taxable goods online.

Having these numbers in perspective sets the table for measuring how Staff approached budgeting for 2020-2021. While many communities have cut programs, staffing, and faced difficult decisions to reduce core

services due to major revenue declines, the City of Trinidad budgeted cautiously with a business-as-usual perspective and seems to have weathered the storm. Our responsible budgeting, lean staffing, and fiscal discipline has helped cushion the blow and uncertainties that Covid unleashed in February.

Moving forward, the savings generated by not fulfilling the ambitious spending goals laid out in 2019, combined with a steady stream of sales tax revenue through the April-June quarter has equipped the City to balance the worst case FY2020-2021 revenue scenario illustrated in the figure below. This worst-case scenario is based on a 50% decline in revenues that depend highly on visitors and economic viability.

**City of Trinidad General Fund Revenue Scenarios for 2020-2021**

Source	Baseline	30% Decline	40% Decline	50% Decline	
Property Tax	\$ 100,000	\$ 100,000	\$ 100,000	\$ 100,000	
Sales Tax 1%	\$ 130,000	\$ 91,000	\$ 78,000	\$ 65,000	
Sales Tax .75%	\$ 130,000	\$ 91,000	\$ 78,000	\$ 65,000	
Occupancy Tax	\$ 140,000	\$ 98,000	\$ 84,000	\$ 70,000	
Vehicle Licenses	\$ 28,500	\$ 28,500	\$ 28,500	\$ 28,500	No changes expected
Licenses/Permits	\$ 48,000	\$ 48,000	\$ 48,000	\$ 48,000	No changes expected
Rent/Franchise Fees	\$ 24,000	\$ 24,000	\$ 24,000	\$ 24,000	No cell tower lease
Interest Earning	\$ 20,000	\$ 15,000	\$ 15,000	\$ 15,000	Conservative estimate
Other	\$ 12,632	\$ 12,632	\$ 12,632	\$ 12,632	
Total	\$ 633,132	508,132	468,132	428,132	
		\$ (125,000)	\$ (165,000)	\$ (205,000)	
<b>Notes:</b>					
Trinidad has adequate reserves to brace for the impact of 2020-2021 Fiscal Year					
Resolution 2019-05 designated reserve funds for Emergency and Budget Stabilization.					
Common for cities with large sales and occupancy tax revenues to have high reserves due to volatility.					

A follow up meeting in December would be appropriate considering all reporting for the QE September 30 will be complete, the FY2020 Audit may be available, and there's a chance the City may know the outcome of the Sales Tax Election Measure E.

**FUTURE AGENDA ITEMS**

- Clompus: Drought Contingency Plan
- City Manager: December 15, STR Annual Meeting.
- West: Postpone tonight's closed session.

**ADJOURNMENT: 10:20pm.**

**Submitted by:**

**Gabriel Adams**  
Trinidad City Clerk

**Approved by:**

**Steve Ladwig**  
Mayor



## **CONSENT AGENDA ITEM 1**

### **SUPPORTING DOCUMENTATION ATTACHED**

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1. Staff Activity Report – November 2020

**Dec. 3, 2020 - State Adds Regional Approach to COVID Containment Efforts**



California Gov. Gavin Newsom today announced the state will enact new restrictions on business sectors based on regional intensive care unit (ICU) capacity to limit spread of COVID-19 and protect health care systems.

The "Regional Stay Home Order" takes effect for at least three weeks if a region's cumulative ICU capacity falls below 15%. The order is lifted when ICU capacity meets or exceeds 15%, at which time each county is reassigned to a tier based on its local COVID-19 data under the state's "Blueprint for a Safer Economy."

The state is divided into five regions, with Humboldt County assigned to the Northern California region which also includes Del Norte, Glenn, Lake, Lassen, Mendocino, Modoc, Shasta, Siskiyou, Tehama and Trinity counties. The Northern California region is expected to have less than 15% capacity by early December, based on state projections.

Humboldt County Deputy Health Officer Dr. Josh Ennis said that in pre-pandemic emergency response, neighboring counties could rely on each other for mutual aid. Now, the entire state is feeling the impacts of COVID-19.

"The regional approach is sensible," Dr. Ennis said. "Waiting until your most precious resource is gone and you need to lean on others could be catastrophic. Full hospitals transferring patients out-of-county accelerates the filling of surrounding hospitals. In this regard, patients needing critical care—COVID and non-COVID alike—can get the care they deserve."

The regional order requires people to stay home as much as possible and prohibits private gatherings of any size. Essential activities such as accessing health care and grocery shopping

are allowed. Masking and physical distancing will be required at all times in all sectors that remain open.

If the ICU threshold is met and the order takes effect in a region, the state requires the following business sectors to close:

- Outdoor and indoor dining at restaurants; take-out and delivery still allowed
- Indoor and Outdoor Playgrounds
- Indoor Recreational Facilities
- Hair Salons and Barbershops
- Personal Care Services
- Museums, Zoos and Aquariums
- Movie Theaters
- Wineries, Bars, Breweries, Distilleries
- Family Entertainment Centers
- Cardrooms and satellite wagering
- Live Audience Sports
- Amusement Parks.

Additional sectors will be required to put in place additional safety measures, including:

- Outdoor recreational facilities: Allow outdoor operation only without any food, drink or alcohol sales. Additionally, overnight stays at campgrounds will not be permitted.
- Retail: Allow indoor operation at 20% capacity with entrance metering and no eating or drinking in the stores. Additionally, special hours should be instituted for seniors and others with chronic conditions or compromised immune systems.
- Shopping centers: Allow indoor operation at 20% capacity with entrance metering and no eating or drinking in the stores. Additionally, special hours should be instituted for seniors and others with chronic conditions or compromised immune systems.
- Hotels and lodging: Allow to open for critical infrastructure support only.
- Restaurants: Allow only for take-out, pick-up or delivery.
- Offices: Allow remote only except for critical infrastructure sectors where remote working is not possible.
- Places of worship and political expression: Allow outdoor services only.
- Entertainment production including professional sports: Allow operation without live audiences. Additionally, testing protocol and “bubbles” are highly encouraged.

The following sectors can remain open when a remote option is not possible as long as facial coverings and physical distancing measures are in place at all times:

- Critical infrastructure
- Schools that are already open for in-person learning
- Non-urgent medical and dental care
- Child care and pre-K.

The state continues to update its COVID-19 website. Additional information is available at [covid19.ca.gov/stay-home-except-for-essential-needs/#regional](https://covid19.ca.gov/stay-home-except-for-essential-needs/#regional)

For the most recent COVID-19 information, visit [cdc.gov](https://cdc.gov) or [cdph.ca.gov](https://cdph.ca.gov). Local information is available at [humboldt.gov.org](https://humboldt.gov.org) or during business hours by contacting [covidinfo@co.humboldt.ca.us](mailto:covidinfo@co.humboldt.ca.us) or calling 707-441-5000.

**Van Wycke Temporary Water Main and Stormwater Project:**

The temporary water main and stormwater project was completed this week by Wahlund Construction. Compacting the soil at either end and covering with straw is the last step to be completed. This project will temporarily provide water and stormwater relief to the Van Wycke/Edwards area until future more permanent projects take place.

**Blessing of the Fleet:**

The annual Blessing of the Fleet took place on Thanksgiving day in a modified format due to COVID. A special event COVID plan by the County's Emergency Operations Center and the Public Health Department was followed. The event was limited to 30 invited participants. Due to COVID, the community joined remotely via Facebook streaming. Axel Lindgren, Dana Hope, and Susan Rotwein led the ceremony which was moving as usual. Trinidad's commercial fishing fleet captains and crew were honored.

**PARSAC Insurance Pool:**

On December 3<sup>rd</sup> I attended the semi-annual Board Meeting virtually. Various categories were covered including general liability and workers' compensation. In preparation of the merger with REMIF and the creation of CIRA as the successor agency, a flexible spending plan was created for each current member city. Trinidad will have over \$54,000 in the plan. Uses of the plan funds include risk management, premium payments, special event coverage, and any public purpose such as replacing trucks and roofs.

**WaterNow Alliance's Project Accelerator Program:**

City staff will be applying for technical assistance through the WaterNow Alliance's Project Accelerator Program (<https://waternow.org/our-work/our-work-projects/project-accelerator/>). The program is described as follows:

*We provide high-value capacity and expertise to public water, wastewater, and stormwater agencies, to make meaningful progress toward more affordable, community-oriented solutions. This generates immediate wins for participating projects, and builds a library of replicable, scalable solutions for more widespread adoption.*

*Conservation, efficiency, water reuse, and green stormwater infrastructure programs are smart and cost-effective. In the wake of the COVID-19 pandemic, efforts to ensure equity and affordability in water management are more vital than ever. We are here to help you move past roadblocks on the path to implementation.*

*Twice a year, WaterNow Alliance staff select several projects to receive professional hands-on support, and technical and program assistance. Our expertise ranges from deep water policy guidance to support and advice on communications strategies. Selected Project Accelerators receive up to 250 hours of professional support in 6 months (valued at \$25,000 each).*

The program does not require any monetary commitment on behalf of the City. The program will provide technical support for work that staff is already doing to help further the goal of water security for the City. Staff envisions that WaterNow will provide assistance for public and stakeholder outreach, and alternative and policy identification and prioritization that will lead to the creation of a “Water Security Action Plan,” or at least a portion of one, such as with a focus on infrastructure and capital improvements.

# USAGE AND LOSS REPORT

Month	Water Pumped	Water Sold	Water Loss Prct	Average Use	Active Meters	Zero Use Meters	Over 50000	40001 50000	30001 40000	20001 30000	10001 20000	8001 10000	6001 8000	4001 6000	2001 4000	1 2000
06-20	317,352	240,055	18.18	748	321	17	0	0	0	0	1	0	1	3	14	287
07-20	375,428	275,612	19.19	859	321	12	0	0	0	1	0	0	2	5	22	281
08-20	371,911	273,922	17.60	853	321	12	0	0	0	0	1	1	3	3	19	284
09-20	390,762	302,614	19.37	940	322	14	0	0	0	0	3	0	4	5	18	280
10-20	299,959	230,430	20.64	716	322	16	0	0	0	0	1	1	1	5	10	290
11-20	266,551	198,813	21.88	617	322	12	0	0	0	0	0	3	1	1	12	295

6 Month Totals

Total	Water Pumped	2,021,963
Total	Water Sold	1,521,446
Total	Used for Fire/Flush	109,348
Total	Water Loss	391,169
Total	Water Loss Percent	19.35 %

Monthly Averages

Average	Water Pumped	336,994
Average	Water Sold	253,574
Average	Used for Fire/Flush	18,225
Average	Water Loss	65,195
Average	Water Loss Percent	19.35 %
Average	Customer Use	789

Qualified By: System Totals 06-20 to 11-20

City of Trinidad



## **CONSENT AGENDA ITEM 2**

### **SUPPORTING DOCUMENTATION ATTACHED**

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2. Financial Statements – October 2020

**City of Trinidad**  
Statement of Revenues and Expenditures - GF Revenue  
From 10/1/2020 Through 10/31/2020

	Current Month	Year to Date	Total Budget - Original	% of Budget
Revenue				
41010	0.00	0.00	100,000.00	100.00)%
41020	0.00	0.00	3,800.00	100.00)%
41040	0.00	0.00	25.00	100.00)%
41050	0.00	0.00	1,300.00	100.00)%
41060	0.00	0.00	200.00	100.00)%
41070	0.00	0.00	500.00	100.00)%
41110	0.00	0.00	1,300.00	100.00)%
41130	0.00	0.00	1,900.00	100.00)%
41140	0.00	0.00	4,500.00	100.00)%
41220	0.00	0.00	28,500.00	100.00)%
42000	63,722.49	85,529.69	255,000.00	(66.46)%
43000	29,239.36	30,623.03	140,000.00	(78.13)%
46000	0.00	0.00	10,000.00	100.00)%
47310	0.00	0.00	300.00	100.00)%
53010	13.25	15.75	50.00	(68.50)%
53020	4,952.47	5,072.10	25,300.00	(79.95)%
53090	0.00	4,261.76	9,000.00	(52.65)%
54020	12,779.41	16,559.41	15,000.00	10.40)%
54050	240.94	3,335.78	8,000.00	(58.30)%
54100	60.00	377.50	300.00	25.83)%
54150	95.00	365.00	9,000.00	(95.94)%
54170	0.00	300.00	9,600.00	(96.88)%
54300	0.00	0.00	400.00	100.00)%
56400	6,552.53	19,657.59	19,500.00	0.81)%
56500	0.00	0.00	5,125.00	100.00)%
56550	0.00	0.00	9,000.00	100.00)%
56650	1,649.36	3,173.73	6,500.00	(51.17)%
56700	0.00	0.00	2,500.00	100.00)%
Total Revenue	119,304.81	169,271.34	666,600.00	(74.61)%

**City of Trinidad**  
Statement of Revenues and Expenditures - GF Expense  
201 - GFAdmin  
From 10/1/2020 Through 10/31/2020

		Current Month	Year to Date	Total Budget - Original	% of Budget
	Expense				
60900	HONORARIUMS	250.00	1,000.00	3,000.00	66.67%
61000	EMPLOYEE GROSS WAGE	9,446.74	36,924.53	122,897.00	69.95%
61470	FRINGE BENEFITS	369.24	1,476.96	3,120.00	52.66%
65100	DEFERRED RETIREMENT	1,162.42	4,509.81	14,748.00	69.42%
65200	MEDICAL INSURANCE AND EXPENSE	1,708.09	6,240.41	22,154.00	71.83%
65250	Health Savings Program	16.63	66.52	1,050.00	93.66%
65300	WORKMEN'S COMP INSURANCE	0.00	4,257.02	4,085.00	(4.21)%
65500	EMPLOYEE MILEAGE REIMBURSEMENT	202.40	496.91	750.00	33.75%
65600	PAYROLL TAX	819.27	3,213.46	10,530.00	69.48%
65800	Grant Payroll Allocation	(81.05)	(594.34)	(4,000.00)	85.14%
68090	CRIME BOND	0.00	537.55	550.00	2.26%
68200	INSURANCE - LIABILITY	0.00	13,594.20	13,600.00	0.04%
68300	PROPERTY & CASUALTY	0.00	6,437.60	6,250.00	(3.00)%
71110	ATTORNEY-ADMINISTRATIVE TASKS	0.00	5,314.00	5,000.00	(6.28)%
71210	CITY ENGINEER-ADMIN. TASKS	0.00	1,215.00	0.00	0.00%
71310	CITY PLANNER-ADMIN. TASKS	9,605.30	16,248.65	98,000.00	83.42%
71410	BLDG INSPECTOR-ADMIN TASKS	2,047.16	8,059.67	15,000.00	46.27%
71510	ACCOUNTANT-ADMIN TASKS	395.26	5,350.28	17,000.00	68.53%
71620	AUDITOR-FINANCIAL REPORTS	0.00	0.00	16,000.00	100.00%
72000	CHAMBER OF COMMERCE	0.00	0.00	15,000.00	100.00%
75110	FINANCIAL ADVISOR/TECH SUPPORT	378.75	1,311.00	3,000.00	56.30%
75160	LIBRARY RENT & LOCAL CONTRIB.	0.00	500.00	2,000.00	75.00%
75170	RENT	750.00	3,000.00	9,000.00	66.67%
75180	UTILITIES	645.98	2,969.76	12,000.00	75.25%
75190	DUES & MEMBERSHIP	50.00	50.00	1,000.00	95.00%
75200	MUNICIPAL/UPDATE EXPENSE	72.00	1,107.00	3,500.00	68.37%
75220	OFFICE SUPPLIES & EXPENSE	195.09	1,293.03	7,500.00	82.76%
75240	BANK CHARGES	0.00	0.00	100.00	100.00%
75280	TRAINING / EDUCATION	0.00	0.00	200.00	100.00%
75300	CONTRACTED SERVICES	500.00	500.00	0.00	0.00%
75990	MISCELLANEOUS EXPENSE	155.16	575.16	500.00	(15.03)%
76110	TELEPHONE	709.82	2,368.75	4,000.00	40.78%
76130	CABLE & INTERNET SERVICE	143.45	800.15	3,000.00	73.33%
76150	TRAVEL	0.00	0.00	1,500.00	100.00%
78170	SECURITY SYSTEM	0.00	76.50	500.00	84.70%
78190	MATERIALS, SUPPLIES & EQUIPMEN	0.00	697.00	1,500.00	53.53%
	Total Expense	29,541.71	129,596.58	414,034.00	68.70%

**City of Trinidad**  
Statement of Revenues and Expenditures - GF Expense  
301 - Police  
From 10/1/2020 Through 10/31/2020

		<u>Current Month</u>	<u>Year to Date</u>	<u>Total Budget - Original</u>	<u>% of Budget</u>
	Expense				
61000	EMPLOYEE GROSS WAGE	448.64	1,738.60	5,832.00	70.19%
61470	FRINGE BENEFITS	0.00	184.62	240.00	23.07%
65100	DEFERRED RETIREMENT	56.04	218.55	700.00	68.78%
65200	MEDICAL INSURANCE AND EXPENSE	44.75	173.44	573.00	69.73%
65250	Health Savings Program	0.50	2.00	35.00	94.29%
65300	WORKMEN'S COMP INSURANCE	0.00	202.63	194.00	(4.45)%
65600	PAYROLL TAX	39.50	153.97	500.00	69.21%
75170	RENT	750.00	3,000.00	9,000.00	66.67%
75180	UTILITIES	138.12	485.32	1,800.00	73.04%
75220	OFFICE SUPPLIES & EXPENSE	0.00	0.00	500.00	100.00%
75300	CONTRACTED SERVICES	0.00	0.00	10,000.00	100.00%
75350	ANIMAL CONTROL	131.00	710.50	1,600.00	55.59%
76110	TELEPHONE	0.00	0.00	600.00	100.00%
76130	CABLE & INTERNET SERVICE	75.45	75.45	0.00	0.00%
78170	SECURITY SYSTEM	0.00	153.00	600.00	74.50%
	Total Expense	<u>1,684.00</u>	<u>7,098.08</u>	<u>32,174.00</u>	<u>77.94%</u>

**City of Trinidad**  
Statement of Revenues and Expenditures - GF Expense  
401 - Fire  
From 10/1/2020 Through 10/31/2020

		<u>Current Month</u>	<u>Year to Date</u>	<u>Total Budget - Original</u>	<u>% of Budget</u>
	Expense				
60900	HONORARIUMS	150.00	600.00	2,400.00	75.00%
75180	UTILITIES	57.42	239.34	1,150.00	79.19%
75190	DUES & MEMBERSHIP	0.00	271.24	350.00	22.50%
75280	TRAINING / EDUCATION	0.00	0.00	500.00	100.00%
76110	TELEPHONE	103.53	458.60	1,300.00	64.72%
76140	RADIO & DISPATCH	0.00	0.00	1,800.00	100.00%
78140	VEHICLE FUEL & OIL	0.00	34.90	350.00	90.03%
78150	VEHICLE REPAIRS	0.00	897.64	2,500.00	64.09%
78160	BUILDING REPAIRS & MAINTENANCE	0.00	1,655.78	1,500.00	(10.39)%
78190	MATERIALS, SUPPLIES & EQUIPMEN	36.24	36.24	5,000.00	99.28%
78200	EQUIPMENT REPAIRS & MAINTENANC	0.00	0.00	1,000.00	100.00%
	Total Expense	<u>347.19</u>	<u>4,193.74</u>	<u>17,850.00</u>	<u>76.51%</u>

**City of Trinidad**  
Statement of Revenues and Expenditures - GF Expense  
501 - PW (Public Works)  
From 10/1/2020 Through 10/31/2020

		Current Month	Year to Date	Total Budget - Original	% of Budget
Expense					
61000	EMPLOYEE GROSS WAGE	5,794.54	22,438.02	88,866.00	74.75%
61250	OVERTIME	0.00	0.00	500.00	100.00%
61470	FRINGE BENEFITS	0.00	0.00	720.00	100.00%
65000	EMPLOYEE TAXES, INSUR & BENEFI	0.00	0.00	100.00	100.00%
65100	DEFERRED RETIREMENT	702.01	2,739.91	10,664.00	74.31%
65200	MEDICAL INSURANCE AND EXPENSE	1,537.55	6,343.72	26,684.00	76.23%
65250	Health Savings Program	7.22	55.25	1,243.00	95.56%
65300	WORKMEN'S COMP INSURANCE	0.00	3,306.74	2,954.00	(11.94)%
65600	PAYROLL TAX	492.80	1,910.43	7,614.00	74.91%
65800	Grant Payroll Allocation	(1,620.90)	(14,763.45)	(64,400.00)	77.08%
71210	CITY ENGINEER-ADMIN. TASKS	5,870.75	5,870.75	10,000.00	41.29%
71250	CITY ENGINEER - PROJECT FEES	0.00	943.75	0.00	0.00%
71310	CITY PLANNER-ADMIN. TASKS	0.00	0.00	5,000.00	100.00%
75180	UTILITIES	0.00	0.00	250.00	100.00%
75200	MUNICIPAL/UPDATE EXPENSE	0.00	0.00	3,000.00	100.00%
75300	CONTRACTED SERVICES	0.00	0.00	60,000.00	100.00%
75370	UNIFORMS/PERSONAL EQUIP.	0.00	0.00	1,000.00	100.00%
76110	TELEPHONE	0.00	116.54	0.00	0.00%
78100	STREET MAINT/REPAIR/SANITATION	203.11	203.11	5,000.00	95.94%
78120	STREET LIGHTING	12.78	1,128.43	5,000.00	77.43%
78130	TRAIL MAINTENANCE	242.70	285.58	10,000.00	97.14%
78140	VEHICLE FUEL & OIL	0.00	541.60	4,000.00	86.46%
78150	VEHICLE REPAIRS	0.00	110.00	2,500.00	95.60%
78160	BUILDING REPAIRS & MAINTENANCE	0.00	1,577.52	14,000.00	88.73%
78190	MATERIALS, SUPPLIES & EQUIPMEN	1,393.39	1,921.71	5,000.00	61.57%
78200	EQUIPMENT REPAIRS & MAINTENANC	0.00	169.19	2,500.00	93.23%
	Total Expense	14,635.95	34,898.80	202,195.00	82.74%

**City of Trinidad**  
Statement of Revenues and Expenditures - Monthly Reports  
204 - IWM  
From 10/1/2020 Through 10/31/2020

		Current Period Actual	Current Year Actual	Total Budget - Original	% of Budget
	Revenue				
56150	FRANCHISE FEES	1,972.30	2,608.71	10,000.00	(73.91)%
	Total Revenue	1,972.30	2,608.71	10,000.00	(73.91)%
	Expense				
61000	EMPLOYEE GROSS WAGE	332.92	1,047.39	8,103.00	87.07%
65100	DEFERRED RETIREMENT	39.96	110.48	972.00	88.63%
65200	MEDICAL INSURANCE AND EXPENSE	57.39	131.10	1,654.00	92.07%
65250	Health Savings Program	1.20	4.80	161.00	97.02%
65300	WORKMEN'S COMP INSURANCE	0.00	326.45	269.00	(21.36)%
65600	PAYROLL TAX	28.26	88.80	694.00	87.20%
75130	GARBAGE	0.00	0.00	500.00	100.00%
78190	MATERIALS, SUPPLIES & EQUIPMEN	0.00	0.00	1,800.00	100.00%
	Total Expense	459.73	1,709.02	14,153.00	87.92%
	Net Income	1,512.57	899.69	(4,153.00)	(121.66)%

**City of Trinidad**  
Statement of Revenues and Expenditures - Monthly Reports  
212 - Budget Act - COVID  
From 10/1/2020 Through 10/31/2020

		Current Period Actual	Current Year Actual	Total Budget - Original	% of Budget
	Revenue				
46000	GRANT INCOME	25,001.00	50,000.00	0.00	0.00%
	Total Revenue	25,001.00	50,000.00	0.00	0.00%
	Expense				
65800	Grant Payroll Allocation	81.05	81.05	0.00	0.00%
71110	ATTORNEY-ADMINISTRATIVE TASKS	0.00	186.50	0.00	0.00%
75110	FINANCIAL ADVISOR/TECH SUPPORT	0.00	998.00	0.00	0.00%
75220	OFFICE SUPPLIES & EXPENSE	0.00	204.49	0.00	0.00%
78130	TRAIL MAINTENANCE	11.38	11.38	0.00	0.00%
78190	MATERIALS, SUPPLIES & EQUIPMEN	47.46	488.14	0.00	0.00%
	Total Expense	139.89	1,969.56	0.00	0.00%
	Net Income	24,861.11	48,030.44	0.00	0.00%

**City of Trinidad**  
Statement of Revenues and Expenditures - Monthly Reports  
303 - COPS Program  
From 10/1/2020 Through 10/31/2020

		Current Period Actual	Current Year Actual	Total Budget - Original	% of Budget
	Revenue				
46000	GRANT INCOME	0.00	0.00	155,000.00	(100.00)%
	Total Revenue	0.00	0.00	155,000.00	(100.00)%
	Expense				
75300	CONTRACTED SERVICES	40,671.25	81,342.50	155,000.00	47.52%
	Total Expense	40,671.25	81,342.50	155,000.00	47.52%
	Net Income	(40,671.25)	(81,342.50)	0.00	0.00%

**City of Trinidad**  
Statement of Revenues and Expenditures - Monthly Reports  
503 - State Gas Tax  
From 10/1/2020 Through 10/31/2020

		Current Period Actual	Current Year Actual	Total Budget - Original	% of Budget
	Revenue				
46000	GRANT INCOME	0.00	0.00	15,000.00	(100.00)%
47005	RMRA (SB1)	621.52	1,175.19	0.00	0.00%
47030	GAS TAX REVENUE (2103)	256.55	979.63	0.00	0.00%
47050	GAS TAX REVENUE (2105)	166.20	649.43	0.00	0.00%
47060	GAS TAX REVENUE (2106)	515.11	2,050.59	0.00	0.00%
47070	GAS TAX REVENUE (2107)	228.69	894.34	0.00	0.00%
47075	GAS TAX REVENUE (2107.5)	0.00	1,000.00	0.00	0.00%
	Total Revenue	1,788.07	6,749.18	15,000.00	(55.01)%
	Expense				
60000	INTERDEPARTMENTAL TRANSFER EXP	0.00	0.00	40,000.00	100.00%
75300	CONTRACTED SERVICES	0.00	28,279.04	0.00	0.00%
	Total Expense	0.00	28,279.04	40,000.00	29.30%
	Net Income	1,788.07	(21,529.86)	(25,000.00)	(13.88)%

**City of Trinidad**  
Statement of Revenues and Expenditures - Monthly Reports  
504 - TDA - Transporation Development Agency  
From 10/1/2020 Through 10/31/2020

		Current Period Actual	Current Year Actual	Total Budget - Original	% of Budget
	Revenue				
46000	GRANT INCOME	0.00	0.00	12,500.00	(100.00)%
49990	OTHER GRANTS	0.00	41,918.00	0.00	0.00%
	Total Revenue	0.00	41,918.00	12,500.00	235.34%
	Expense				
60000	INTERDEPARTMENTAL TRANSFER EXP	0.00	0.00	12,000.00	100.00%
75250	TRANSIT SERVICES- HTA	0.00	5,029.49	0.00	0.00%
75300	CONTRACTED SERVICES	0.00	11,400.00	0.00	0.00%
	Total Expense	0.00	16,429.49	12,000.00	(36.91)%
	Net Income	0.00	25,488.51	500.00	4,997.70%

**City of Trinidad**  
Statement of Revenues and Expenditures - Monthly Reports  
518 - OWTS - Onsite Wastewater Treatment System  
From 10/1/2020 Through 10/31/2020

		Current Period Actual	Current Year Actual	Total Budget - Original	% of Budget
	Revenue				
54020	PLANNER- APPLICATION PROCESSIN	0.00	350.00	0.00	0.00%
	Total Revenue	0.00	350.00	0.00	0.00%
	Expense				
71310	CITY PLANNER-ADMIN. TASKS	402.50	560.00	0.00	0.00%
	Total Expense	402.50	560.00	0.00	0.00%
	Net Income	(402.50)	(210.00)	0.00	0.00%

**City of Trinidad**  
Statement of Revenues and Expenditures - Monthly Reports  
601 - Water  
From 10/1/2020 Through 10/31/2020

		Current Period Actual	Current Year Actual	Total Budget - Original	% of Budget
<b>Revenue</b>					
53020	INTEREST INCOME	0.00	0.00	12,000.00	(100.00)%
53090	OTHER MISCELLANEOUS INCOME	0.00	0.00	1,000.00	(100.00)%
57100	WATER SALES	29,945.82	120,896.68	315,000.00	(61.62)%
57200	Water Sales - Wholesale	17.00	5,237.00	8,000.00	(34.54)%
57500	WATER A/R PENALTIES	701.33	(191.75)	6,000.00	(103.20)%
	<b>Total Revenue</b>	<b>30,664.15</b>	<b>125,941.93</b>	<b>342,000.00</b>	<b>(63.17)%</b>
<b>Expense</b>					
61000	EMPLOYEE GROSS WAGE	7,798.72	30,542.99	113,588.00	73.11%
61470	FRINGE BENEFITS	0.00	0.00	720.00	100.00%
65100	DEFERRED RETIREMENT	942.49	3,760.98	13,631.00	72.41%
65200	MEDICAL INSURANCE AND EXPENSE	2,310.03	13,960.43	36,160.00	61.39%
65250	Health Savings Program	(20.67)	73.21	1,572.00	95.34%
65300	WORKMEN'S COMP INSURANCE	0.00	4,190.41	3,776.00	(10.97)%
65600	PAYROLL TAX	667.06	2,614.39	9,732.00	73.14%
68090	CRIME BOND	0.00	289.45	300.00	3.52%
68200	INSURANCE - LIABILITY	0.00	7,310.80	7,325.00	0.19%
68300	PROPERTY & CASUALTY	0.00	3,466.40	3,350.00	(3.47)%
71110	ATTORNEY-ADMINISTRATIVE TASKS	0.00	0.00	500.00	100.00%
71210	CITY ENGINEER-ADMIN. TASKS	0.00	0.00	2,500.00	100.00%
71230	ENGINEER-SPECIAL PROJECTS	8,897.50	10,168.00	45,000.00	77.40%
71310	CITY PLANNER-ADMIN. TASKS	3,445.40	5,060.10	10,000.00	49.40%
71510	ACCOUNTANT-ADMIN TASKS	212.84	2,880.92	9,000.00	67.99%
71620	AUDITOR-FINANCIAL REPORTS	0.00	0.00	7,000.00	100.00%
72100	BAD DEBTS	0.00	0.00	100.00	100.00%
75110	FINANCIAL ADVISOR/TECH SUPPORT	0.00	322.33	0.00	0.00%
75180	UTILITIES	1,294.71	5,576.48	14,000.00	60.17%
75190	DUES & MEMBERSHIP	0.00	0.00	700.00	100.00%
75200	MUNICIPAL/UPDATE EXPENSE	205.36	205.36	200.00	(2.68)%
75220	OFFICE SUPPLIES & EXPENSE	1,597.32	2,299.88	5,000.00	54.00%
75240	BANK CHARGES	0.00	0.00	100.00	100.00%
75280	TRAINING / EDUCATION	0.00	0.00	750.00	100.00%
75300	CONTRACTED SERVICES	0.00	0.00	19,000.00	100.00%
76110	TELEPHONE	126.21	748.87	1,800.00	58.40%
76130	CABLE & INTERNET SERVICE	61.95	247.80	750.00	66.96%
76160	LICENSES & FEES	0.00	0.00	3,600.00	100.00%
78140	VEHICLE FUEL & OIL	0.00	400.51	1,500.00	73.30%
78150	VEHICLE REPAIRS	0.00	663.30	2,500.00	73.47%
78160	BUILDING REPAIRS & MAINTENANCE	0.00	2,476.47	4,250.00	41.73%
78170	SECURITY SYSTEM	0.00	76.50	500.00	84.70%
78190	MATERIALS, SUPPLIES & EQUIPMEN	79.11	587.31	5,000.00	88.25%
78200	EQUIPMENT REPAIRS & MAINTENANC	0.00	682.02	1,500.00	54.53%
79100	WATER LAB FEES	1,030.00	2,873.43	6,000.00	52.11%
79120	WATER PLANT CHEMICALS	0.00	903.37	7,500.00	87.96%
79150	WATER LINE REPAIR	0.00	18,794.97	25,000.00	24.82%
79160	WATER PLANT REPAIR	0.00	0.00	3,000.00	100.00%
	<b>Total Expense</b>	<b>28,648.03</b>	<b>121,176.68</b>	<b>366,904.00</b>	<b>66.97%</b>
	<b>Net Income</b>	<b>2,016.12</b>	<b>4,765.25</b>	<b>(24,904.00)</b>	<b>(119.13)%</b>

**City of Trinidad**  
Statement of Revenues and Expenditures - Monthly Reports  
701 - Cemetery  
From 10/1/2020 Through 10/31/2020

		Current Period Actual	Current Year Actual	Total Budget - Original	% of Budget
	Revenue				
53020	INTEREST INCOME	0.00	0.00	250.00	(100.00)%
58100	CEMETERY PLOT SALES	2,302.50	3,712.50	12,000.00	(69.06)%
	Total Revenue	2,302.50	3,712.50	12,250.00	(69.69)%
	Expense				
61000	EMPLOYEE GROSS WAGE	504.32	1,859.60	8,272.00	77.52%
65100	DEFERRED RETIREMENT	60.50	205.81	993.00	79.27%
65200	MEDICAL INSURANCE AND EXPENSE	109.73	453.51	1,921.00	76.39%
65250	Health Savings Program	0.12	5.72	140.00	95.91%
65300	WORKMEN'S COMP INSURANCE	0.00	306.75	275.00	(11.55)%
65600	PAYROLL TAX	42.86	157.98	709.00	77.72%
75180	UTILITIES	0.00	135.69	493.00	72.48%
75300	CONTRACTED SERVICES	0.00	0.00	2,000.00	100.00%
78170	SECURITY SYSTEM	0.00	106.50	450.00	76.33%
78190	MATERIALS, SUPPLIES & EQUIPMEN	0.00	0.00	500.00	100.00%
	Total Expense	717.53	3,231.56	15,753.00	79.49%
	Net Income	1,584.97	480.94	(3,503.00)	(113.73)%



## **CONSENT AGENDA ITEM 3**

### **SUPPORTING DOCUMENTATION ATTACHED**

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3. Law Enforcement Report – November 2020

**HUMBOLDT COUNTY SHERIFF'S OFFICE**

Page 1

**Incident Search Results****City is trinidad or trin, Date Between 10/26/2020 and 11/1/2020**

11/03/2020

Date	Inc #	Type	Time	Location	Dispositio
10/26/2020	2010260002	ASSISTA	00:50:16	SCENIC DR/MAIN ST	Agency Assist
10/26/2020	2010260034	FU	09:47:29	3602 PATRICKS POINT DR	Public Assist
10/26/2020	2010260036	ASSISTP	09:52:05	609 S WESTHAVEN DR	Briefing Information
10/26/2020	2010260051	PROPF	11:20:54	COLLEGE COVE PARK	Cad Documentation Only
10/26/2020	2010260052	XFER	11:25:35	753 PATRICKS POINT DR	Xfer to Medical
10/26/2020	2010260062	459V	13:04:07	LUFFENHOLTZ RD	Pending Recontact From Rp
10/26/2020	2010260114	XFER	18:33:17	MAIN ST/STATE HWY 101 ON	Xfer to CHP
10/26/2020	2010260136	XFER	21:45:11	US HWY 101 ON RAMP	Xfer to CHP
10/26/2020	2010260141	INC	22:14:35	.TRUCK RD	Cad Documentation Only
10/26/2020	2010260147	PC	23:48:44	122 MOONSTONE BEACH RD	Cad Documentation Only
10/26/2020	2010260148	PC	23:49:00	SCENIC DR	Cad Documentation Only
10/27/2020	2010270043	SHOTSH	10:37:09	(UNKNOWN ADDRESS)	Cad Documentation Only
10/27/2020	2010270068	WELF	12:34:09	500 SEASCAPE LN	Cad Documentation Only
10/27/2020	2010270077	911C	13:47:48	WESTHAVEN RD	Pending Recontact From Rp
10/28/2020	2010280012	XFER	03:27:52	HWY 101/LITTLE RIVER	Xfer to CHP
10/28/2020	2010280064	911C	11:52:57	.TRINIDAD	Accidental Dial
10/28/2020	2010280070	FP	12:31:41	122 MOONSTONE BEACH RD	Unable to Locate
10/28/2020	2010280085	459R	13:09:58	3633 PATRICKS POINT DR	Not as Reported
10/29/2020	2010290117	314	15:11:13	201 MAIN ST	Gone On Arrival
10/29/2020	2010290138	ANIMAL	18:13:09	656 FERNCREST RD	Scheduled Incident Created
10/29/2020	2010290145	WELF	18:51:19	389 MAIN ST	Gone On Arrival
10/30/2020	2010300013	245	05:11:44	850 S WESTHAVEN DR	Report Taken
10/30/2020	2010300023	ANIMAL	07:00:43	656 FERNCREST RD	Warned
10/30/2020	2010300074	TPAT	13:19:44	.TRINIDAD	No Report
10/30/2020	2010300101	CIVS	14:55:19	STAGECOACH RD	Good Service
10/30/2020	2010300102	33X	15:01:25	115 TRINIMA RD	Billable Alarm
10/30/2020	2010300114	AWS	15:43:55	760 8TH AVE	Negative Contact Made
10/30/2020	2010300148	FUSUSP	20:14:19	760 8TH AVE	Negative Contact Made
10/31/2020	2010310063	PARK	12:25:44	560 EDWARDS ST	Admonished
10/31/2020	2010310065	911M	12:35:49	575 N WESTHAVEN DR	Accidental Dial
10/31/2020	2010310129	SUSPC	19:14:40	HIGHWAY 101 OFF RAMP/HIG	Unable to Locate
10/31/2020	2010310132	XFER	19:30:27	HIGHWAY 101 OFF RAMP/SEA	Xfer to CHP
11/01/2020	2011010027	SUSPC	05:37:41	131 MA-WE MORE VIEW LN	Advised to Move Along
11/01/2020	2011010031	TRF	06:09:29	SCENIC DR/MAIN ST	Warned
11/01/2020	2011010050	415	10:03:19	27 SCENIC DR	No Report
11/01/2020	2011010074	33X	13:43:32	513 TRINITY ST	Cancel Per Rp
11/01/2020	2011010085	911M	15:03:58	692 UNDERWOOD DR	Accidental Dial
11/01/2020	2011010119	911C	19:22:32	27 SCENIC DR	Pending Recontact From Rp
11/01/2020	2011010120	ASSISTA	19:31:21	27 SCENIC DR	Cited
11/01/2020	2011010126	FU	20:24:21	850 S WESTHAVEN DR	Negative Contact Made
11/01/2020	2011010128	XFER	20:38:55	HIGHWAY 101 OFF RAMP/CLA	Xfer to CHP

**HUMBOLDT COUNTY SHERIFF'S OFFICE**

Page 1

**Incident Search Results****City is trinidad or trin, Date Between 11/9/2020 and 11/15/2020**

11/16/2020

Date	Inc #	Type	Time	Location	Dispositio
11/09/2020	2011090056	459V	10:17:42	.TRINIDAD FRONTAGE RD/AL	Report Taken
11/09/2020	2011090136	XFER	16:47:07	164 LOOP PL	Xfer to Medical
11/09/2020	2011090168	33X	23:10:02	201 MAIN ST	Billable Alarm
11/10/2020	2011100003	WELF	00:37:41	122 MOONSTONE BEACH RD	No Report
11/10/2020	2011100020	459V	08:17:17	510 BIG LAGOON PARK RD	Online Report
11/10/2020	2011100031	XFER	09:03:06	TRINITY ST	Xfer to Fire
11/10/2020	2011100035	459V	09:14:04	PATRICKS POINT DR	Report Taken
11/10/2020	2011100038	XFER	09:36:56	TRINITY ST	Xfer to Fire
11/11/2020	2011110113	DISP	20:49:02	951 KINGDOM RD	Duplicate Call
11/11/2020	2011110114	415	20:49:14	951 KINGDOM RD	Report Taken
11/11/2020	2011110119	INC	22:15:01	51 MIDWAY DR	Accidental Dial
11/12/2020	2011120011	INFO	05:00:25	122 MOONSTONE BEACH RD	Cad Documentation Only
11/12/2020	2011120045	WELF	10:15:15	822 N WESTHAVEN DR	No Report
11/12/2020	2011120087	VEHI	13:00:52	SCENIC DR/OKEGA LN	Field Interview
11/12/2020	2011120104	ANIMAL	13:56:45	1076 8TH AVE	Pending Recontact From Rp
11/12/2020	2011120120	PC	14:36:26	122 MOONSTONE BEACH RD	Cad Documentation Only
11/12/2020	2011120149	XFER	18:12:50	1183 SCENIC DR	Xfer to Fire
11/12/2020	2011120175	242	21:06:52	389 MAIN ST	Cad Documentation Only
11/13/2020	2011130090	CWS	13:24:08	921 KINGDOM RD	Previously Investigated
11/13/2020	2011130115	ASSISTP	15:25:47	4189 PATRICKS POINT DR	Public Assist
11/13/2020	2011130128	TH	16:22:04	(UNKNOWN ADDRESS)	Negative Contact Made
11/13/2020	2011130130	TPAT	16:22:57	(UNKNOWN ADDRESS)	Negative Contact Made
11/13/2020	2011130140	PC	16:56:47	(UNKNOWN ADDRESS)	Cad Documentation Only
11/13/2020	2011130167	RO	19:43:57	951 KINGDOM RD	Report Taken
11/13/2020	2011130173	XFER	20:33:27	1026 S WESTHAVEN DR	Xfer to Medical
11/14/2020	2011140056	ANIMAL	09:48:12	999 SCENIC DR	Cancel Per Rp
11/14/2020	2011140122	DISP	15:13:36	333 QUARRY RD	Accidental Dial
11/14/2020	2011140158	459V	18:45:29	27 SCENIC DR	Scheduled Incident Created
11/15/2020	2011150022	459	03:47:46	MOONSTONE BEACH RD	Report Taken
11/15/2020	2011150031	459V	08:00:45	27 SCENIC DR	Report Taken
11/15/2020	2011150052	VEHI	11:05:16	SCENIC DR/BAKER RANCH RD	Cited
11/15/2020	2011150107	FRAUD	20:21:14	600 SEASCAPE LN	Pending Recontact From Rp

**HUMBOLDT COUNTY SHERIFF'S OFFICE**

Page 1

**Incident Search Results****City is trinidad or trin, Date Between 11/16/2020 and 11/29/2020**

11/30/2020

Date	Inc #	Type	Time	Location	Dispositio
11/16/2020	2011160116	CWS	17:09:35	951 KINGDOM RD	Previously Investigated
11/16/2020	2011160121	415	17:43:08	389 MAIN ST	Unable to Locate
11/16/2020	2011160153	XFER	21:21:53	.SB101/NEAR BIG LAGOON	Xfer to CHP
11/17/2020	2011170021	2735	06:46:43	480 PATRICKS POINT DR	Unable to Locate
11/17/2020	2011170038	TRF	09:24:06	SCENIC DR	Unable to Locate
11/17/2020	2011170149	SUSPP	19:31:01	357 MAIN ST	Field Interview
11/18/2020	2011180029	488	08:06:07	201 PARKER CREEK DR	Cad Documentation Only
11/18/2020	2011180032	DISP	08:26:18	531 MAIN ST	Cad Documentation Only
11/18/2020	2011180033	459V	08:40:06	744 EDWARDS ST	Online Report
11/18/2020	2011180048	FRAUD	09:40:21	160 MOONSTONE CROSS	Report Taken
11/18/2020	2011180111	488	14:40:41	461 OCEAN AVE	Report Taken
11/18/2020	2011180117	459V	15:26:21	1 STAGECOACH RD	Report Taken
11/18/2020	2011180170	33X	21:31:44	400 JANIS CT	Billable Alarm
11/18/2020	2011180172	XFER	21:46:20	STATE HWY 101/BIG LAGOON	Xfer to CHP
11/19/2020	2011190028	33X	07:25:58	1 CHER-AE LN	Billable Alarm
11/19/2020	2011190045	TRF	09:11:25	PATRICKS POINT DR/PATRIC	Unable to Locate
11/19/2020	2011190062	33P	10:04:50	253 STAGECOACH RD	Cancel Per Rp
11/19/2020	2011190068	33X	10:34:15	115 TRINIMA RD	Billable Alarm
11/19/2020	2011190075	PARK	10:53:42	584 PACIFIC CT	Cad Documentation Only
11/19/2020	2011190084	594	11:29:11	N/A	Report Taken
11/19/2020	2011190110	TPAT	14:40:21	(UNKNOWN ADDRESS)	Cad Documentation Only
11/19/2020	2011190131	TRF	16:21:35	27 SCENIC DR	Warned
11/19/2020	2011190134	459R	16:39:24	11 RAYIPA LN	Report Taken
11/19/2020	2011190166	WELF	21:27:59	199 N WESTHAVEN DR	Quiet on Arrival or Departur
11/19/2020	2011190170	FU	21:49:55	199 N WESTHAVEN DR	Negative Contact Made
11/20/2020	2011200029	TPAT	08:52:43	(UNKNOWN ADDRESS)	No Report
11/20/2020	2011200030	ASSISTA	08:53:18	765 PATRICKS POINT DR	No Report
11/20/2020	2011200039	AVA	10:42:13	N/A	Marked For Abatement
11/20/2020	2011200048	XFER	11:30:46	1574 FOX FARM RD	Xfer to Medical
11/20/2020	2011200061	CIVS	12:59:32	264 N WESTHAVEN DR	Negative Service
11/20/2020	2011200065	AVA	13:24:05	LUFFENHOLTZ RD	No Report
11/20/2020	2011200080	INV	14:57:57	1 BAKER RANCH RD	Public Assist
11/20/2020	2011200085	VEHI	15:16:56	LANFORD RD	Arrest Made
11/20/2020	2011200100	THREAT	16:11:05	201 MAIN ST	Cad Documentation Only
11/20/2020	2011200147	ASSISTP	20:26:45	1 BAKER RANCH RD	Cad Documentation Only
11/21/2020	2011210031	488	07:25:17	160 LOOP PL	Public Assist
11/21/2020	2011210074	ASSISTA	13:19:43	PATRICKS POINT DR/JSO AN	Arrest Made
11/22/2020	2011220032	WELF	08:33:41	818 VAN WYCKE ST	No Report
11/22/2020	2011220034	TPAT	09:13:48	.TRINIDAD	No Report
11/22/2020	2011220038	VEHI	09:34:32	N/A	No Report
11/22/2020	2011220135	ASSISTA	23:30:12	FRONTAGE RD/WESTHAVEN DR	Agency Assist
11/23/2020	2011230111	SHOTSH	14:23:04	930 SCENIC DR	Quiet on Arrival or Departur
11/23/2020	2011230133	459V	16:19:19	N/A	Report Taken
11/23/2020	2011230165	594	20:22:47	130 ANDERSON LN	Report Taken

**HUMBOLDT COUNTY SHERIFF'S OFFICE**

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**Incident Search Results****City is trinidad or trin, Date Between 11/16/2020 and 11/29/2020**

11/30/2020

Date	Inc #	Type	Time	Location	Dispositio
11/23/2020	2011230169	TRF	20:45:42	MAIN ST/SCENIC DR	Warned
11/24/2020	2011240013	SUSPP	02:20:25	201 MAIN ST	Gone On Arrival
11/24/2020	2011240088	911H	12:28:42	27 SCENIC DR	Unable to Locate
11/24/2020	2011240132	415	15:22:16	STATE PARK RD	Field Interview
11/24/2020	2011240157	XFER	17:31:42	480 PATRICKS POINT DR	Xfer to CHP
11/25/2020	2011250003	INV	00:58:24	130 ANDERSON LN	Unable to Locate
11/25/2020	2011250065	SUSPC	10:46:42	.OLD FOAM BEACH	Cad Documentation Only
11/25/2020	2011250071	DISP	11:10:02	398 OLD WAGON RD	Cad Documentation Only
11/25/2020	2011250148	459V	16:34:32	N/A	Report Taken
11/25/2020	2011250150	PC	16:38:01	760 8TH AVE	Cad Documentation Only
11/25/2020	2011250164	FU	18:56:59	201 MAIN ST	Cad Documentation Only
11/26/2020	2011260005	FU	02:24:58	130 ANDERSON LN	Cad Documentation Only
11/26/2020	2011260006	FU	02:35:27	27 SCENIC DR	Cad Documentation Only
11/26/2020	2011260009	911H	03:07:31	135 HIMALAYA DR	Accidental Dial
11/26/2020	2011260055	TPAT	15:40:20	(UNKNOWN ADDRESS)	No Report
11/26/2020	2011260103	XFER	20:44:17	441 PATRICKS POINT DR	Xfer to Medical
11/27/2020	2011270022	TPAT	08:46:47	(UNKNOWN ADDRESS)	Cad Documentation Only
11/27/2020	2011270024	ASSISTA	08:54:10	201 MAIN ST	No Report
11/27/2020	2011270036	UNW	10:45:58	201 MAIN ST	Report Taken
11/27/2020	2011270051	HYPO	12:12:08	SCENIC DR/LANFORD RD	Cad Documentation Only
11/27/2020	2011270066	TRF	13:43:14	201 MAIN ST	Warned
11/27/2020	2011270079	WELF	15:32:31	201 MAIN ST	Cad Documentation Only
11/28/2020	2011280028	TPAT	08:48:45	.TRINIDAD	No Report
11/28/2020	2011280029	VEHI	08:55:21	480 PATRICKS POINT DR	Field Interview
11/28/2020	2011280030	SUSPC	08:59:52	847 9TH AVE	Cad Documentation Only
11/28/2020	2011280032	XFER	09:53:43	NB HWY 101/EXIT 727	Xfer to CHP
11/28/2020	2011280038	XFER	10:25:22	72 PA-PAH LN	Xfer to Medical
11/28/2020	2011280051	33X	11:56:30	112 ALDER LN	Billable Alarm
11/28/2020	2011280063	XFER	13:05:22	HIGHWAY 101 OFF RAMP/PAT	Xfer to CHP
11/29/2020	2011290005	TRF	00:37:25	HIGHWAY 101 OFF RAMP/HIG	Warned
11/29/2020	2011290008	TRF	01:03:58	WESTHAVEN DR/STATE HWY 1	Warned
11/29/2020	2011290009	TA	01:08:49	27 SCENIC DR	Duplicate Call
11/29/2020	2011290021	WELF	05:05:48	480 PATRICKS POINT DR	Quiet on Arrival or Departur
11/29/2020	2011290036	243E	10:44:32	201 MAIN ST	Arrest Made
11/29/2020	2011290070	TPAT	14:41:39	409 TRINITY ST	Report Taken
11/29/2020	2011290072	911M	14:48:15	221 N WESTHAVEN DR	Accidental Dial
11/29/2020	2011290104	459V	17:34:13	1 BAKER RANCH RD	Report Taken
11/29/2020	2011290118	415MW	18:46:06	480 PATRICKS POINT DR	Cad Documentation Only
11/29/2020	2011290142	INC	21:18:38	27 SCENIC DR	Pending Recontact From Rp
11/29/2020	2011290149	WELF	21:55:42	51 MIDWAY DR	Unable to Locate



## **DISCUSSION AGENDA ITEM**

### **NO SUPPORTING DOCUMENTATION ATTACHED**

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1. Public Safety Update from Humboldt County Sheriff Department.



## **DISCUSSION AGENDA ITEM**

### **SUPPORTING DOCUMENTATION ATTACHED**

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2. Continued Discussion/Decision regarding Revised Government to Government Consultation Policy (Native American Tribes) and Consider Approval.

Following the last City Council Meeting, the City Attorney collected all of the comments received and sought to update the draft Government to Government Policy and include those comments in the Policy, except where the City Attorney had reservations. Multiple requests and public comments were received on this item, and written changes/amendment proposals to the Policy were received from the Yurok Tribe, the Trinidad Rancheria, Bryce Kenny and Richard Harris. The majority of comments received have been incorporated in the revised policy enclosed in the packet, with the following substantive exceptions:

- (1) Requests by the Trinidad Rancheria and Yurok Tribe to create additional document creation and notice requirements, and impose those requirements on City Staff (See Yurok Tribe Dec. 3, 2020 letter and Trinidad Rancheria November 24, 2020, redline to policy draft); and
- (2) Requests by the Trinidad Rancheria to include a consultation requirement and procedures for conducting future meetings with the Tsuari Ancestral Society related to the Tsuari Management Area.

As to Item (1), the City Attorney recommends against creating additional procedural requirements not otherwise imposed by law. As to Item (2), the City Attorney advises that this issue is subject to pending litigation, and any further action on this specific subject should await the results of the litigation. The Council is requested to review and consider adoption of the revised Policy. As this item has received much public comment, the Council, in its discretion, can call for further discussion and/or provide additional direction to Staff rather than proceed with adoption.

# **City of Trinidad Tribal Consultation Policy**

## **(Government to Government Consultations)**

### **I. Introduction**

The purpose of this policy is to ensure effective government-to-government consultation between the City of Trinidad, a California incorporated city and local government (“City”), and Indian tribes regarding the development of policies, programs, projects, plans, property decisions, and activities (collectively, “Activities”) that may affect California Native American Tribes, their tribal lands and resources and community interests. The goal is to promote a mutually respectful discussion and consideration of the views of tribes in order to resolve the concerns of as many parties as possible, while at the same time recognizing the City’s commitment to transparent government and obligations to comply with the Ralph M. Brown Act (California Government Code Section 54950 et seq. (the “Brown Act”)).

The City is located adjacent to the Cher-Ae Heights Indian Community of the Trinidad Rancheria (Trinidad Rancheria), a federally-recognized tribe of Yurok origin, and seeks to build a relationship based on mutual respect and understanding through meaningful engagement to foster improved relationships, partnership opportunities, and progress on shared goals. The City also recognizes that it is located within the aboriginal homeland of the Yurok people, and that significant tribal cultural resources are located within the City, and the City shall engage in consultation with all California Native American Tribes that are traditionally and culturally affiliated with the Tribal Cultural Resource that may be affected by proposed or anticipated actions or Activities of the City in accordance with applicable law.

### **II. Definitions**

For purposes of this policy, the following definitions shall apply:

**Activities:** Means any action taken or to be taken by the City in connection with any project that is not excluded or exempt from the requirements of the California Environmental Quality Act (CEQA) and is connected with a proposed amendment to the City’s General Plan.

**California Native American Tribe:** Refers to a federally recognized Native American Tribe located within California, as listed in the Federal Register. Only in situations involving Tribal Cultural Resources will a non-federally recognized California Native American Tribe that is on the list maintained by the NAHC be included in this definition. The NAHC will provide a list of non-federally recognized California Native American Tribes for each instance.

**Consultation:** Shall have the meaning defined in Section III of this policy, below.

**Federally Recognized Tribe:** A tribal entity that is recognized as having a government-to-government relationship with the United States; these entities are listed on the Federal Register and the current list is posted on the California Governor’s Office of the Tribal

Advisor's website, as the same may be amended from time to time (<https://tribalaffairs.ca.gov/tribal-information/>).

**Tribal Cultural Resources:** Shall have/has the same meaning as set forth in Public Resources Code Sec. 21074. Only in situations involving cultural resources will a non-federally recognized California Native American Tribe that is on the list maintained by the NAHC be included in this Policy. The NAHC will provide a list of non-federally recognized California Native American Tribes for each instance where this Policy is applicable.

**Tribal Sovereignty:** Federally-recognized tribes are recognized in federal and state law as distinct, independent political communities exercising the powers of self-government with jurisdiction over the lands, natural and cultural resources, and activities of their tribal members, and under certain circumstances non-members, within their respective Tribal Lands. Some of these powers are inherent, and some have been delegated by the United States. Existing limitations on tribal sovereignty are defined through acts of Congress, treaties and federal court decisions.

**Tribe:** Refers to a California Native American Tribe or a Federally Recognized Tribe.

### **III. Process to Facilitate Government to Government Consultations**

The City will seek to identify Tribes that may be affected by City sponsored Activities, proposed or anticipated by the City, and to consult with the potentially affected Tribes at a time early in the process that allows a reasonable opportunity for Tribes to comment and participate. The City will develop a contact list for all Federally Recognized Tribes and known California Native American Tribes with interests on/within the City's jurisdiction. Where the City anticipates that an action or City sponsored Activities may affect Tribes, the City will disseminate public documents, notices, and sufficient information relevant to its Activities to affected Tribes to understand the scope and potential impact of the action or Activity and to make informed decisions. Notices shall be designed to include sufficient detail of the topic to be discussed to allow tribal leaders an opportunity to fully engage in the process. The City will identify the appropriate staff members and decision-makers, associated with the Activities in question, who shall ensure meaningful and respectful consideration of tribal concerns.

The City will seek to conduct meetings, outreach, and workshops at times and locations that facilitate tribal participation and meaningful and respectful consultation. The City will request information from Tribes when conducting research or studies that pertain to or could affect Tribal Lands or Tribal Cultural Resources. Pursuant to California Government Code § 65352.4 and applicable law, the City will engage in "government to government" consultation where required by California law, and specifically as required by California Government Code §§ 65351, 65352.3 and 65562.5. California Government Code § 65352.4 defines consultation as, "the meaningful and timely process of seeking, discussing, and considering carefully the views of others, in a manner that is cognizant of all parties' cultural values and, where feasible, seeking agreement. Consultation between government agencies and Native American tribes shall be conducted in a way that is mutually respectful of each party's sovereignty. Consultation shall also recognize the tribes' potential needs for confidentiality with respect to places that have traditional

tribal cultural significance.” Effective consultation is recognized as an ongoing process, not a single event. The consultation process should focus on identifying issues of concern to tribes pertinent to the cultural place(s) at issue, including cultural values, religious beliefs, traditional practices, and laws protecting Tribal Cultural Resources through mitigation measures and alternatives that avoid significant effects to the Tribal Cultural Resources. The goal of the consultation process on other matters will define the full range of acceptable ways in which a local government can seek to accommodate tribal concerns and establish partnerships that advance the shared interests of the Tribe and the City.

**A. City Manager/City Planner as Tribal Liaison for Confidential Matters**

The City receives, from time to time, requests to consult from Tribes to discuss various matters, some of which are policy oriented and some of which pertain to site specific concerns regarding sensitive Tribal Cultural Resources and tribal access to public property for ceremonial purposes. In accord with California Public Resources Code § 21080.3.1, prior to the release of any negative declaration, mitigated negative declaration, or environmental impact report for a project within the City or for which the City serves as lead agency under the CEQA, the City shall follow the procedures and protocols established by Public Resources Code Sections 21080.3.1 and 21080.3.2 to facilitate effective government to government consultation with affected Tribes and mitigate against potential disturbance of culturally significant resources. The City Manager and City Planner shall act in the capacity as a tribal liaison during the course of any such consultation and shall ensure these discussions remain confidential to the extent required by applicable law. Any documents acquired from Tribes or created by City staff as part of this process shall be exempt from disclosure under the Public Records Act to the extent protected from disclosure by California law.

**B. City Council or Committee Appointment for Review of Non-Confidential Subject Matter**

Where a Tribe requests to meet with the City Council to address issues of public concern, the Tribe will be advised of the Council’s obligation to comply with the Brown Act. Where a Tribe requests to meet with the Council to discuss issues of general public concern, not subject to the confidentiality provisions regarding sensitive Tribal Cultural Resources and tribal access to public property for ceremonial purposes (which inquiries shall be directed to the City Manager and City Planner as noted in Section III.A., above), the City Council, in its discretion, will either: (i) place the public concern item on a regular meeting agenda of the full Council; or (ii) place on its agenda the formation of an Ad Hoc Committee or Standing Committee of the Council to facilitate the requested consultation. If an Ad Hoc Committee or Standing Committee is formed to facilitate the consultation, the meeting or meetings of the Committee shall be scheduled by a publicly noticed agenda and conducted in an open forum in compliance with the Brown Act.

**IV. California Environmental Quality Act (“CEQA”) Consultation Protocol**

In accord with California Public Resources Code § 21080.3.1, prior to the release of any negative declaration, mitigated negative declaration, or environmental impact report for a project within the City and/or for which the City serves as lead agency under the CEQA, the City shall

follow the procedures and protocols established by Sections 21080.3.1 and 21080.3.2 to facilitate effective government to government consultation with affected Tribes and mitigate against potential disturbance of culturally significant resources. The City Manager and City Planner shall oversee administration of this policy and shall facilitate government to government consultation in compliance with CEQA and Section III.A., above.

## **V. Amendment of General Plan Consultation Protocol**

Each time the City considers a proposal to adopt or amend the general plan or specific plan, the City will contact the appropriate California Native American Tribes identified by the NAHC. If requested by the Tribes, the City will consult for the purpose of preserving or mitigating impacts to cultural places in accordance with Government Code § 65352.3. The City will consider the following when determining whether a general plan or specific plan adoption or amendment is subject to notice and consultation requirements: (i) in the case of an applicant-initiated plan proposal, if the City accepts a complete application (as defined in Government Code § 65943) the proposal is subject to Government Code § 65352.3; and (ii) in the case of a general plan or specific plan amendment initiated by the local government, any proposal introduced for study in a public forum is subject to Government Code § 65352.3. The City will take certain actions to initiate, or propose, a general plan or general plan amendment. These actions must be taken in a duly noticed public meeting, and may include, but are not limited to, any of the following: appropriation of funds, adoption of a work program, engaging the services of a consultant, or directing the planning staff to begin research on the activity.

Under Government Code § 65352.3, only if a tribe is identified by the NAHC, and that tribe requests consultation after being contacted by a local government, must a local government consult with the tribe on the plan proposal. The City will seek to consult with Tribes as early as possible and may, if appropriate, begin consultation even before a formal proposal is submitted by an applicant or initiated by the local government.

## **VI. Disclaimers**

This policy is intended solely for the guidance of employees of the City, Council Members, Committees and Commissions. It is not intended, and should not be construed, to define the legal relationship between the City and any Tribe. This policy is not intended to replace or supplant obligations mandated by federal or California law. The policy provides general guidance for improving City consultation, communication and collaboration with Tribes to the extent that a conflict does not exist with applicable law or regulations. This policy is not intended as a regulation, or to create, expand, limit, waive, or interpret any legal rights or obligations of the City.

# **City of Trinidad Tribal Consultation Policy** **(Government to Government Consultations)**

## **Redline Comments of the Cher-Heights Indian Community of the** **Trinidad Rancheria**

### **I. Introduction**

The purpose of this policy is to ensure effective government-to-government consultation between the City of Trinidad, a California incorporated city and local government (“City”), and Indian tribes regarding the development of policies, programs, projects, plans, property decisions, and activities (collectively, “Activities”) that may affect California Native American Tribes, and their tribal lands and resources, and community interests. The goal is to promote a mutually respectful discussion and consideration of the views of tribes in order to resolve the concerns of as many parties as possible, while at the same time recognizing the City’s commitment to transparent government and obligations to comply with the Ralph M. Brown Act (California Government Code Section 54950 et seq. (the “Brown Act”)).

The City is located adjacent to the Cher-Ae Heights Indian Community of the Trinidad Rancheria (Trinidad Rancheria), a federally-recognized tribe of Yurok origin, and seeks to build a relationship based on mutual respect and understanding through meaningful engagement to foster improved relationships, partnership opportunities, and progress on shared goals. The City also recognizes that it is located within the aboriginal homeland of the Yurok people, and that significant tribal cultural resources are located within the City, and the City shall engage in consultation with all California Native American Tribes that are traditionally and culturally affiliated with the Tribal Cultural Resource that may be affected by proposed or anticipated actions or Activities of the City in accordance with applicable law.

### **II. Definitions**

For purposes of this policy, the following definitions shall apply:

**Tribe:** Refers to a California Native American Tribe.

**Federally Recognized Tribe:** A tribal entity that is recognized as having a government-to-government relationship with the United States; these entities are listed on the Federal Register and the current list is posted on the California Governor’s Office of the Tribal Advisor’s website, as the same may be amended from time to time (<https://tribalaffairs.ca.gov/tribal-information/>).

**Non-Federally Recognized California Native American Tribe:** Those tribes that are not federally recognized and are on the list maintained by the Native American Heritage Commission (“NAHC”), as the same may be amended from time to time

(<https://nahc.ca.gov>).

**California Native American Tribe:** Refers to a federally-recognized Native American Tribe located within California, as listed in the Federal Register. Only in situations involving cultural resources will a non- federally recognized California Native American Tribe that is on the list maintained by the NAHC be included in this definition. The NAHC will provide a list of non-federally recognized California Native American Tribes for each instance.

**Tribal Sovereignty:** Federally-recognized tribes are recognized in federal and state law as distinct, independent political communities exercising the powers of self-government with jurisdiction over the lands, natural and cultural resources, and activities of their tribal members, and under certain circumstances non-members, within their respective Tribal Lands. Some of these powers are inherent, and some have been delegated by the United States. Existing limitations on tribal sovereignty are defined through acts of Congress, treaties and federal court decisions.

**Consultation:** In accord with Government Code § 65352.4, consultation means the meaningful and timely process of seeking, discussing, and considering carefully the views of others, in a manner that is cognizant of all parties' cultural values and, where feasible, seeking agreement. Consultation between government agencies and California Native American tribes shall be conducted in a way that is mutually respectful of each party's sovereignty. Consultation shall also recognize the tribes' potential needs for confidentiality with respect to places that have traditional tribal cultural significance.

**Tribal Cultural Resources:** Refers to sites, features, places, cultural landscapes, sacred places, and objects with cultural value to a California Native American tribe.

**Tribal Lands:** Refers to lands held in trust by the United States for the benefit of a federally-recognized Tribe.

**Government to Government Consultation:** Refers to a formal component of the Tribal Consultation process that is conducted directly members of the governing bodies of the City and a California Native American Tribe.

### **III. Process to Facilitate Government to Government Consultations**

The City will seek to identify California Native American Tribes that may be affected by actions or Activities proposed or anticipated by the City, and to consult with the potentially affected California Native American Tribes early in the process to allow a reasonable opportunity for such tribes to comment and participate. The City will develop a contact list for all federally recognized tribes and known non-federally recognized tribes with interests on/within the City's jurisdiction. Where the City anticipates a City action or Activity will/may affect tribes, the City will provide sufficient information to enable affected California Native American Tribes understand the scope and potential impact of the action or Activity and to make informed decisions. Notices will be designed to include sufficient detail of the topic to be discussed to allow tribal leaders an opportunity to fully engage. Such information will include a clear statement of purpose, inviting the Tribe to consult and declaring the importance of the Tribe's participation, a description of the action or Activity being considered, the reason for the proposal, the specific geographic area(s) that will be affected by the proposal with maps detailing the area, the deadline by which the Tribe must request consultation, contact information for the City and the project proponent, if applicable, technical reports including cultural resource reports and archeological reports, and information on proposed ground-disturbing activities, if applicable. The City will identify agency staff, including decision-makers, associated with the action or Activities in question, who shall ensure meaningful and respectful consideration of tribal concerns.

The City will seek to conduct meetings, outreach, and workshops at times and locations that facilitate tribal participation and meaningful and respectful consultation. In addition to proposed or anticipated City actions and Activities, the City will request information from tribes when conducting research or studies that pertain to or could affect Tribal Lands, tribal interests, or Tribal Cultural Resources. Pursuant to California Government Code § 65352.4 and applicable law, the City will engage in "government to government" consultation where appropriate and as required by law. Government Code § 65352.4 defines consultation as, "[the] meaningful and timely process of seeking, discussing, and considering carefully the views of others, in a manner that is cognizant of all parties' cultural values and, where feasible, seeking agreement. Consultation between government agencies and Native American tribes shall be conducted in a way that is mutually respectful of each party's sovereignty. Consultation shall also recognize the tribes' potential needs for confidentiality with respect to places that have traditional tribal cultural significance." Effective consultation is recognized as an ongoing process, not a single event. The consultation process should focus on identifying issues of concern to tribes pertinent to the cultural place(s) at issue, including cultural values, religious beliefs, traditional practices, and laws protecting Tribal Cultural Resources through mitigation measures and alternatives that avoid significant effects to the Tribal Cultural Resources. The goal of the consultation process on other matters will define the full range of acceptable ways in which a local government can accommodate tribal concerns and establish partnerships that

advance the shared interests of the Tribe and the City.

**A. City Manager/City Planner as Tribal Liaison for Confidential Matters**

The City receives, from time to time, requests to consult from tribes to discuss various matters, some of which are policy oriented and some of which pertain to site specific concerns regarding sensitive tribal cultural resources and tribal access to public property for ceremonial purposes. In accord with California Public Resources Code § 21080.3.1, prior to the release of any negative declaration, mitigated negative declaration, or environmental impact report for a project within the City and/or for which the City serves as lead agency under the CEQA, the City shall follow the procedures and protocols established by Public Resources Code Sections 21080.3.1 and 21080.3.2 to facilitate effective government to government consultation with affected tribes and mitigate against potential disturbance of culturally significant resources. The

City Manager and City Planner shall act in the capacity as a tribal liaison during the course of any such consultation, and shall ensure these discussions remain confidential to the extent required by applicable law.

**B. City Council or Committee Appointment for Review of Non-Confidential Subject Matter**

Where a Tribe requests to meet with the City Council to address issues of public concern, the Tribe will be advised of the Council's obligation to comply with the Brown Act. Where Tribe requests to meet with the Council to discuss issues of general public concern, not subject to the confidentiality provisions regarding sensitive tribal cultural resources and tribal access to public property for ceremonial purposes (which inquiries shall be directed to the City Manager and City Planner as noted in Section III.A., above), the City Council, in its discretion, will either: (i) place the public concern item on a regular meeting agenda of the full Council; or (ii) place on its agenda the formation of an Ad Hoc Committee or Standing Committee of the Council to facilitate the requested consultation. If an Ad Hoc Committee or Standing Committee is formed to facilitate the consultation, the meeting or meetings of the Committee shall be scheduled by a publicly noticed agenda and conducted in an open forum in compliance with the Brown Act.

**IV. California Environmental Quality Act ("CEQA") Consultation Protocol**

In accord with California Public Resources Code § 21080.3.1, prior to the release of any negative declaration, mitigated negative declaration, or environmental impact report for a project within the City and/or for which the City serves as lead agency under the CEQA, the City shall follow the procedures and protocols established by Sections 21080.3.1 and 21080.3.2 to facilitate effective government to government consultation with affected tribes and mitigate against potential disturbance of culturally significant resources. The City Manager and City Planner shall oversee administration of this policy and shall facilitate government to government consultation in compliance with CEQA and Section III.A., above.

**V. Consultation Protocol for Adoption or Amendment of General Plan or Specific Plan**

Each time the City considers a proposal to adopt or amend the general plan or specific plan, the City will contact the appropriate California Native American Tribes identified by the NAHC. If requested by the Tribes, the City will consult for the purpose of preserving or mitigating impacts to cultural places in accordance with Government Code §65352.3. The City will consider the following when determining whether a general plan or specific plan adoption or amendment is subject to notice and consultation requirements: (i) in the case of an applicant-initiated plan proposal, if the City accepts a complete application (as defined in Government Code §65943) the proposal is subject to Government Code §65352.3; and (ii) in the case of a

general plan or specific plan amendment initiated by the local government, any proposal introduced for study in a public forum is subject to Government Code §65352.3. The City will take certain actions to initiate, or propose, a general plan or general plan amendment. These actions must be taken in a duly noticed public meeting, and may include, but are not limited to, any of the following: appropriation of funds, adoption of a work program, engaging the services of a consultant, or directing the planning staff to begin research on the activity.

Under Government Code §65352.3, only if a tribe is identified by the NAHC, and that tribe requests consultation after being contacted by a local government, must a local government consult with the tribe on the plan proposal. The City will seek to consult with Tribes as early as possible and may, if appropriate, begin consultation even before a formal proposal is submitted by an applicant or initiated by the local government.

#### **VI. Consultation Protocol for the Tsurai Study Area**

City General Plan Policy 69 provides that “[t]here shall be no disturbance, vegetative removal or constructions, except for a fence to protect burial grounds, on lands designated as Open Space within the Tsurai Study Area without the approval of the lineal descendants of Tsurai, the Trinidad Rancheria, the City of Trinidad, and the State Historic Preservation Officer.” The Village of Tsurai is identified as No. 838 on the California Registry of Historical Landmarks. In accordance with General Plan Policy 69, the City will consult the Trinidad Rancheria and lineal descendants of Tsurai prior to undertaking any action or Activity on the portion of the Tsurai Study Area designated as Open Space, and the City shall not take any such action or conduct any such Activity in that area with the approval of required parties. Further, prior to release of a negative declaration, mitigated negative declaration, or environmental impact report for a project within the Tsurai Study Area, the City will consult with the Trinidad Rancheria and any other California Native American tribe that is traditionally and culturally affiliated with the Tribal Cultural Resource in accord with the procedures and protocols established by Sections 21080.3.1 and 21080.3.2 of the Public Resources Code.

#### **VII. Disclaimers**

This policy is intended solely for the guidance of employees of the City, Council Members, Committees and Commissions. It is not intended, and should not be construed, to define the legal relationship between the City and any California Native American Tribes, federally recognized tribes or non-federally recognized tribes. This policy is not intended to replace or supplant obligations mandated by federal or California law. The policy provides general guidance for improving City consultation, communication and collaboration with tribes to the extent that a conflict does not exist with applicable law or regulations. This policy is not intended as a regulation, or to create, expand, limit, waive, or interpret any legal rights or obligations of the City.



# YUROK TRIBE

190 Klamath Boulevard • Post Office Box 1027 • Klamath, CA 95548



Steve Ladwig  
Trinidad City Council, Mayor  
409 Trinity Street  
PO Box 390  
Trinidad, CA 95570  
sladwig@trinidad.ca.gov

December 3, 2020

Cc:  
Mayor Pro-Tem Jack West, jwest@trinidad.ca.gov  
Council member Richard Clompus, rclompus@trinidad.ca.gov  
Council member Dave Grover, dgrover@trinidad.ca.gov  
Council member Tom Davies, tdavies@trinidad.ca.gov  
City Manager Eli Naffah, citymanager@trinidad.ca.gov

## **RE: Trinidad City Tribal Consultation Policy**

Aiy ye kwee' Mayor Ladwig and Trinidad City Council,

The Yurok Tribe writes to provide comments on the proposed Trinidad City Tribal Consultation Policy ("Consultation Policy"). We would like to request the City only discuss and not adopt the current version of the Consultation Policy until the Tribe has an opportunity to meet with the City for a formal government-to-government consultation regarding this Policy.

The Tribe has the following comments to the Consultation Policy.

### **I. Introduction**

The Tribe would like to request the City Council adopt a formal land acknowledgement through a separate resolution as City policy and outside of this Consultation Policy. Tribal land acknowledgment is a formal statement that recognizes and respects Native American peoples as traditional stewards of the land and the enduring relationship that exists between Native American peoples and their ancestral and traditional lands. Please see below for some proposed language:

- The City of Trinidad acknowledges that we are located on the unceded Yurok ancestral lands and that the Yurok Tribe and Yurok people have an enduring relationship with their ancestral and traditional lands and the cultural and natural resources located within those lands.

Second, we request the City's Consultation Policy require meaningful government-to-government consultation with the goal of reaching free, prior, and informed consent regarding the development of policies, programs, projects, plans, property decisions, and activities that may affect tribes, their community, ancestral lands, cultural resources, natural resources, and interests. The standard of "free, prior, and informed consent" is an established international legal norm through the United Nations Declaration on the Rights of Indigenous Peoples (UN DRIP), which has been adopted by both the United States and California. The Tribe requests the City of Trinidad incorporate these legal norms into its Consultation Policy.

## II. Definitions

The Tribe would like to request the following changes be made to the definition section of the Consultation Policy.

- **Tribal Sovereignty** – Refers to the inherent right of federally-recognized Indian tribes of self-governance to conduct their own affairs and exercise regulatory and adjudicatory jurisdiction over tribal members and individuals within the tribe’s jurisdiction, as defined by tribal and federal law.
- **Consultation:** Means the meaningful and timely process of seeking, discussing, and considering carefully the views of others, in a manner that is cognizant of all parties’ cultural values with the goal of reaching an agreement through free, prior, and informed consent. Consultation between government agencies and California Native American tribes shall be conducted in a way that is mutually respectful of each party’s sovereignty. Consultation shall also recognize the tribes’ potential needs for confidentiality with respect to places that have traditional tribal cultural significance.
- **Tribal Cultural Resources:** Refers to sites, features, places, cultural landscapes, sacred places, objects, and culturally significant plant and animal species with cultural value to tribal nations, including unique archaeological resources and historical resources as described under sections 21071, 21083.2(g), and 21084.1 of the Public Resources Code, respectively. Tribal Cultural Resource shall also include sites or resources identified by tribal nations through an action of the Tribal Council or equivalent body.
- **Tribal Trust Lands:** Refers to lands held in trust by the United States for the benefit of a federally-recognized Tribe.
- **Ancestral Lands:** Refers to lands located in a California Native American tribe’s traditional territory prior to colonialization and displacement.
- **Government to Government Consultation:** Refers to a formal component of the Tribal Consultation process that is conducted directly between members of the governing bodies of the City and a California Native American Tribe.

## III. Process to Facilitate Government to Government Consultations

The Tribe would like to request more clarity on the City’s process to facilitate government-to-government consultations. Specifically, the Tribe would like to request the City provide 45 days, with an option to extend, to review notices of City activities, have internal meetings with Yurok staff members, and to request and schedule a government-to-government meeting with the City regarding any proposed activities. Having a 45 day period to evaluate City notices will allow the Tribe to fully evaluate the City’s proposed Activities and engage in a meaningful government-to-government consultation with the City. In the past and as with this Consultation Policy, the City has not given the Tribe enough time to review requests and provide an informed response. Rushed requests for input and meetings do not constitute meaningful government-to-government consultations.

Further, the Tribe requests the process to facilitate government to government consultations include sufficient information to enable affected California Native American Tribes to understand the scope and potential impact of the action or Activity and to make informed decisions. These notices should include: (1) sufficient detail of the topic to be discussed; (2) clear statement of purpose; (3) a description of the action or Activity being considered; (4) the reason for the proposal; (5) the specific

geographic area(s) that will be affected by the proposal with maps detailing the area; (6) the 45 day deadline by which the Tribe must request consultation; (7) contact information for the City and the project proponent; (8) technical reports including cultural resource reports and archeological reports; and (9) information on proposed ground-disturbing activities.

After having a 45 day period to review notices, the Consultation Policy should acknowledge that meaningful government-to-government consultation may take multiple meetings and need additional time to fully understand the issues at hand.

#### **IV. Types of Consultation**

It is important to note that the City has legal obligations to consult with California Native American Tribes regarding all amendments to the City's General Plan, as required by SB 18, and City actions going through California Environmental Quality Act (CEQA), as amended by AB 52, environmental reviews. The City also has federal legal obligations to consult with California Native American Tribes, including the Native American Graves Protection and Repatriation Act and other federal statutes. The City must evaluate its obligations under federal statutes and ensure the Consultation Policy is in compliance with federal law.

Further, consultations and government-to-government consultations should not be limited to CEQA and General Plans, but should be inclusive of all City actions that may have an impact on Tribal Cultural Resources and Tribal interests within California Native American Tribes' Ancestral Lands. While state law provides specific requirements regarding consultations under CEQA and amendments to General Plans, the City isn't limited to meeting with California Native American Tribes to those narrow contexts. The Tribe hopes to develop a strong partnership with the City and collaborate on a wide variety of projects that would be a benefit of both Yurok members and residents in the City of Trinidad.

The City's Consultation Policy should require City's Tribal Liaison to meet early and often with tribal leadership through formal government-to-government consultations on a wide variety of projects. Further, the Consultation Policy should set out clear standards on when and how the City's elected officials can meet with tribal councils in a confidential manner, as allowed through the Brown Act exceptions. Further, out of respect for the City's Brown Act obligations and for efficiency sake, the Tribe requests the Consultation Policy set forth a policy that ensures City staff can work collaboratively with tribal staff members on a staff-to-staff basis regarding ongoing projects and activities. These staff-to-staff meetings should not replace the formal government-to-government consultation meetings and should only be authorized after a formal government-to-government meeting between the City and California Native American Tribe. This process will ensure staff from both governments understand the information and positions of each government regarding specific projects.

Lastly, the Consultation Policy should not include policies regarding specific cultural resources, but should set out the City's general policy regarding government-to-government consultations. Specifically, the Tribe requests the Tsurai Study Area not be integrated into the Consultation Policy and that the City follow the Tsurai Management Plan and reconvene the Tsurai Management Team to address any issues or concerns related to the Tsurai Study Area.

#### **V. Confidential Information**

The Tribe requests the Consultation Policy provide clear guidance on how the City and its agents will protect and manage confidential information the City receives from California Native

American Tribes. Specifically, the Tribe requests the Consultation Policy explicitly state that all confidential information regarding a California Native American Tribe's cultural resources shall not be shared and will be exempt from disclosures under the California Public Records Act.

Wok-hlew' for your consideration of the Yurok Tribe's comments and we look forward to working with you to further develop the City's Consultation Policy. Please contact Taralyn Ipiña at [Tara@yuroktribe.nsn.us](mailto:Tara@yuroktribe.nsn.us) so we can schedule a government-to-government meeting to discuss these comments and the City's Consultation Policy further.

Wok-hlew',

A handwritten signature in black ink, appearing to read "Joseph L. James".

Joseph L. James

Chairperson

Yurok Tribal Council



## **DISCUSSION AGENDA ITEM**

### **SUPPORTING DOCUMENTATION ATTACHED**

---

3. Discussion/Decision regarding Revised Edwards Street Connectivity Project Design (formerly known as the Van Wycke Connectivity Project).

## **DISCUSSIONAGENDA ITEM**

**Date: December 8, 2020**

---

### **SUBJECT: Edwards Street Bicycle and Pedestrian Connectivity Project**

The Edwards Street Bicycle and Pedestrian Connectivity Project formerly known as the Van Wycke Bicycle and Pedestrian Connectivity Project is funded by a \$714,000 Caltrans Active Transportation Program (ATP) grant. The purpose of the ATP project is to encourage increased use of active modes of transportation (bicycles and pedestrians). Project goals

- Create a safer, more pedestrian friendly route between Trinity/Edwards Street intersection and the Trinidad Harbor/Beach area.
- Encourage community members to use active modes of transportation and educate them about bicycle and pedestrian safety.

On September 8, the City Council authorized staff to request a formal scope change from Caltrans and to proceed with design and right of way tasks. Staff is preparing to finalize the plans for submittal to Caltrans by December 31, 2020. This meeting is an opportunity for Council to review the current design, hear public input about the project, and give direction to staff regarding any suggested changes to the current design including the vista points at the existing Edwards Street bench or lower Van Wycke Street bench locations.

Changes made to the design based on stakeholder input and the development of the design since the last Council meeting update includes:

- 1) Edwards Street – shifted street to the north approximately two feet within City right-of-way to minimize impacts to property owners' driveways and yards on the south side of Edwards. This maintains all existing parking on Edwards, minimized impacts to several short driveways to maintain parking, minimized impacts to landscaping, and limits the widening beyond the current curbs in most areas to approximately two feet on both sides of the road. The new sidewalk will extend beyond the existing curb up to approximately four and a half feet where it ties into the existing sidewalk on Edwards Street near the Galindo Street intersection.
- 2) Vista Points – includes adding gravel surfacing from adjacent road to two existing benches, one on Edwards near Hector Street intersection, and one on Van Wycke Street nearer to Galindo Street Intersection. The two existing benches will remain. Note the Van Wycke bench is located on City property right up to the property line not allowing for gravel to be placed in front of the bench which raises the question, should the existing bench be moved back away from the property line towards Van Wycke Street approximately three feet so that the gravel surfacing could be placed in front of the bench?
- 3) Removal of the interpretive signage as part of this grant in order for that topic to be further discussed and planned outside of this grant so it is not rushed.
- 4) Removal of the structural support of the temporary utilities on the Van Wycke trail as part of this grant due to location of the now repaired water line and storm drain utilities and the property lines in that area would not allow for structural improvements only on City property.

- 5) Split rail fencing – includes a lower single horizontal rail split rail fence along Edwards Street from Ocean to Van Wycke Street. Post heights would be three feet above ground and horizontal rail approximately two feet above ground.

**STAFF RECOMMENDATION:**

No action is required. Council is encouraged to consider public feedback and invited to provide input and give direction to staff regarding any suggested changes to the current design including such as moving the lower Van Wycke Street bench back away from the property line as part of the project. Suggested changes from Council, assuming they are relatively minor, would be incorporated into the final design due December 31, 2020.

**Attachments:**

- Edwards Street Project 90% Submittal
  - Plans
  - Specifications
  - Opinion of Probable Construction Cost
- Figure 2. Connectivity Project Concept
- Nov 30 and Dec 2 Virtual Workshops - Summary of input
- Public Comment received 9/10/20 through 12/3/20
- List of Project meetings

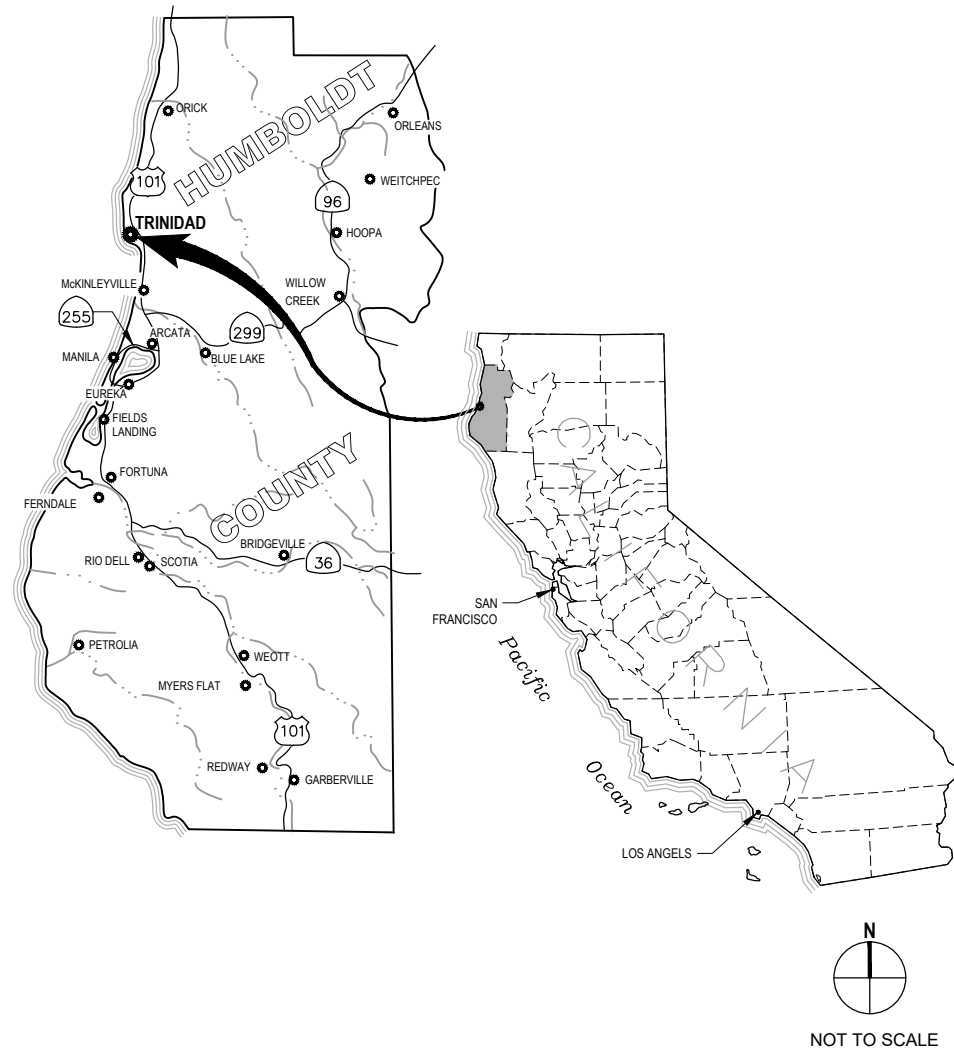
# CITY OF TRINIDAD

## EDWARDS STREET BICYCLE & PEDESTRIAN CONNNECTIVITY PROJECT

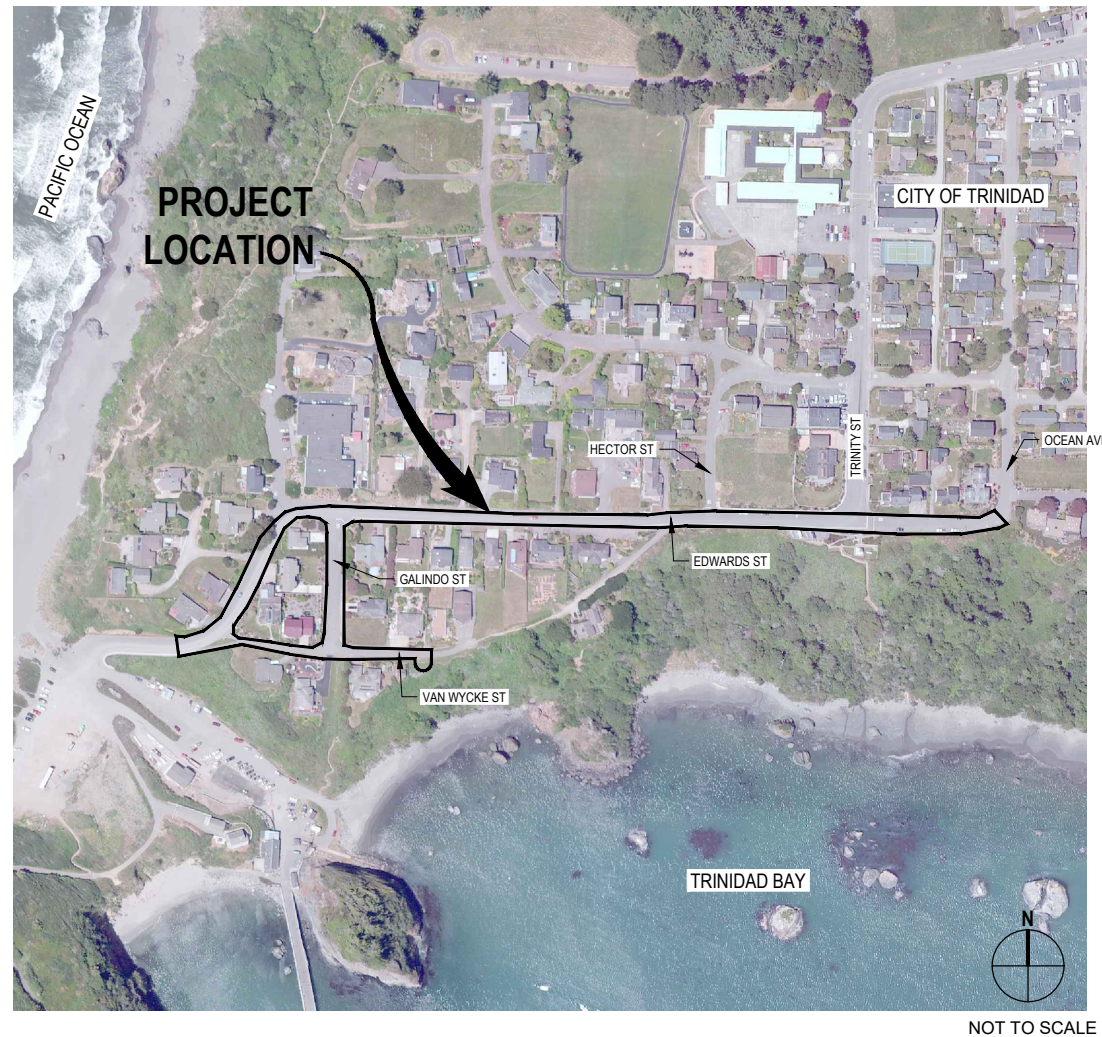
December 2020



### AREA MAP



### LOCATION MAP



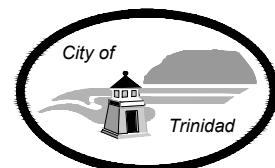
### APPROVALS

**CITY MANAGER:**  
ELI NAFFAH

SIGNED \_\_\_\_\_

DATE \_\_\_\_\_

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Drafting S.ALLEN

Design J.WOLF

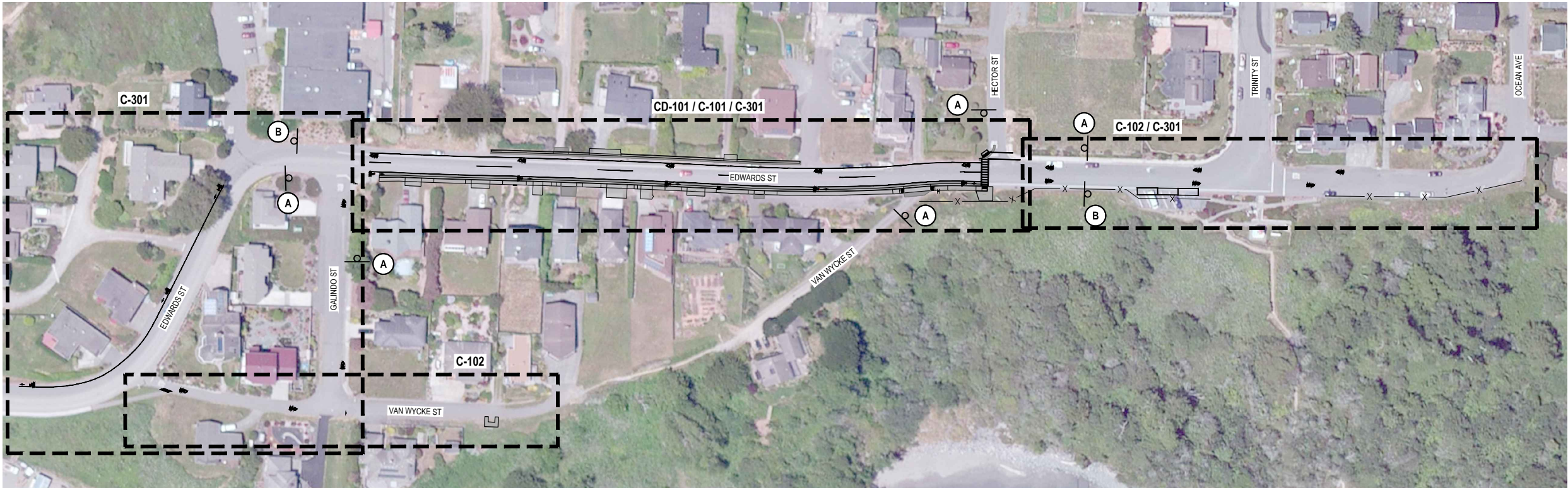
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Date December 2020

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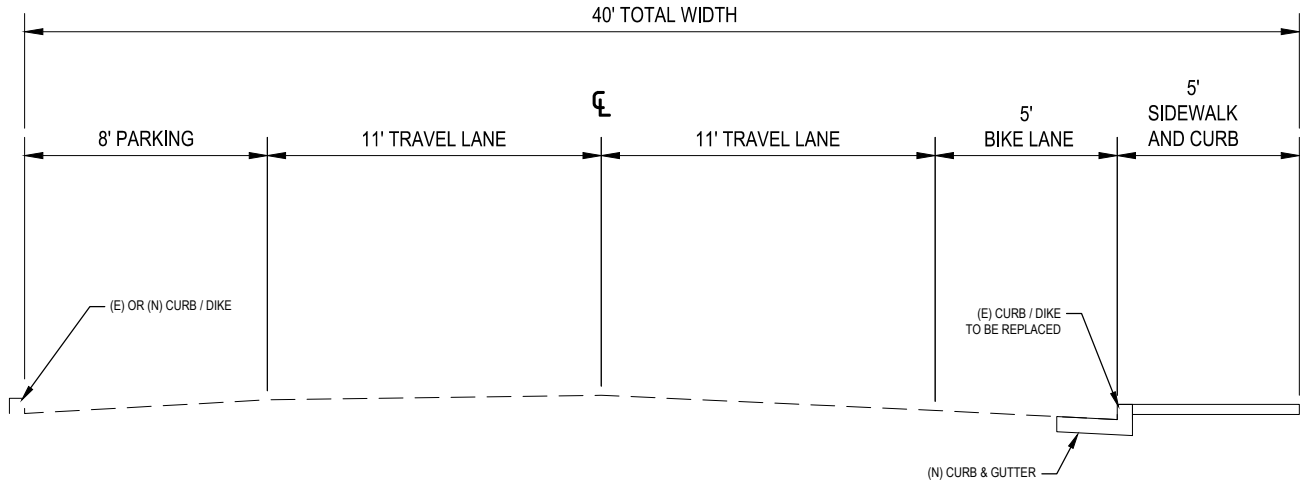
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Client	CITY OF TRINIDAD		
Project	EDWARDS STREET BICYCLE & PEDESTRIAN CONNNECTIVITY PROJECT		
Title	COVER SHEET		
Project No.	111205222		
Original Size	ANSI D	Sheet No.	G-001
		Sheet	1 of 8



SHEET INDEX		
Sheet	Sheet No.	Title
GENERAL		
1	G-001	COVER SHEET
2	G-002	TYPICAL SECTION, SHEET INDEX & SHEET KEY MAP
DEMOLITION & SITE PREP PLANS		
3	CD-101	EDWARDS ST & VAN WYCKE ST
SITE & GRADING PLANS		
4	C-101	EDWARDS ST
5	C-102	EDWARDS ST & VAN WYCKE ST
STRIPING & SIGNAGE PLAN		
6	C-301	EDWARDS ST, VAN WYCKE ST & GALINDO ST
CONSTRUCTION DETAILS		
7	C-501	CONSTRUCTION DETAILS
8	C-502	CONSTRUCTION DETAILS

SHEET KEY MAP  
NOT TO SCALE



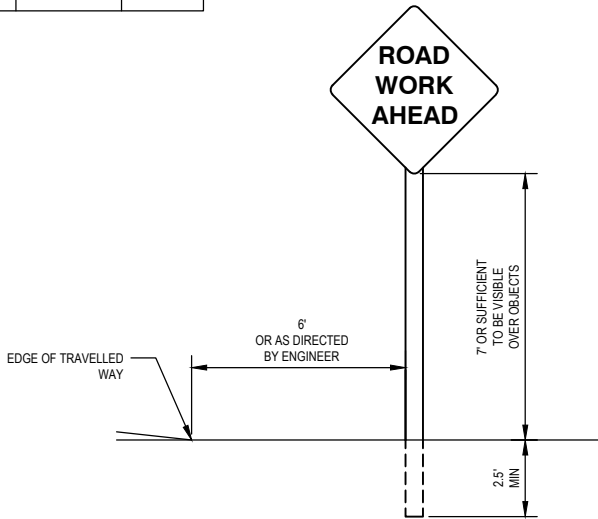
TYPICAL SECTION: EDWARDS ST  
NOT TO SCALE

STATIONARY MOUNTED CONSTRUCTION AREA SIGNS

SIGN LABEL	SIGN CODE	PANEL SIZE	SIGN MESSAGE	NUMBER & POST SIZE	NO. OF SIGNS
A	W20-1	36"x36"	ROAD WORK AHEAD	(1) 4"x4"	5
B	G20-2	36"x18"	END ROAD WORK	(1) 4"x4"	2

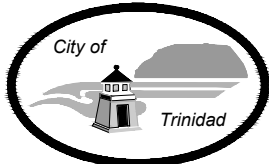
CONSTRUCTION SIGN NOTES:

- EXACT SIGN LOCATIONS AND POSITIONS TO BE APPROVED BY THE ENGINEER.
- ALL WARNING SIGNS SHALL HAVE A BLACK LEGEND AND BORDER ON ORANGE BACKGROUND.
- ALTERNATIVE POST CONFIGURATION TO BE APPROVED BY ENGINEER.



TYPICAL STATIONARY CONSTRUCTION AREA SIGNS  
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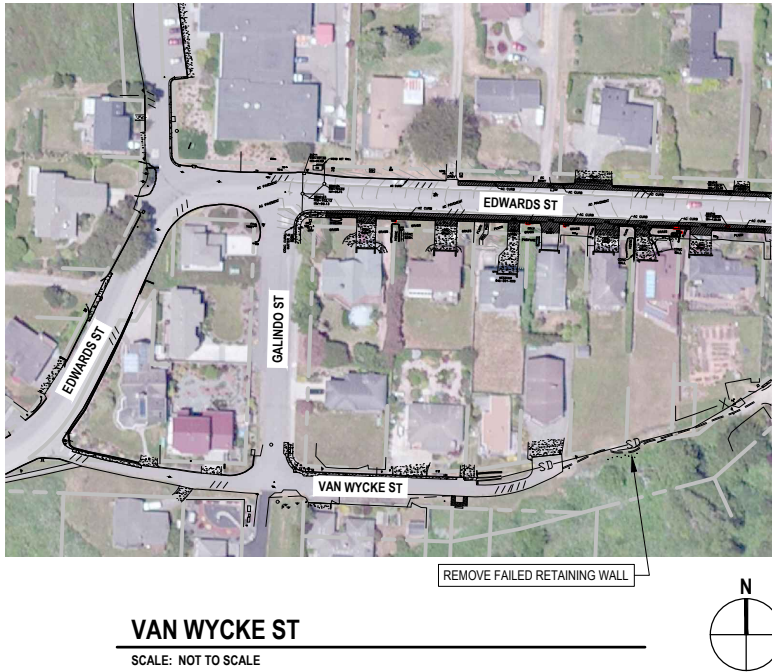
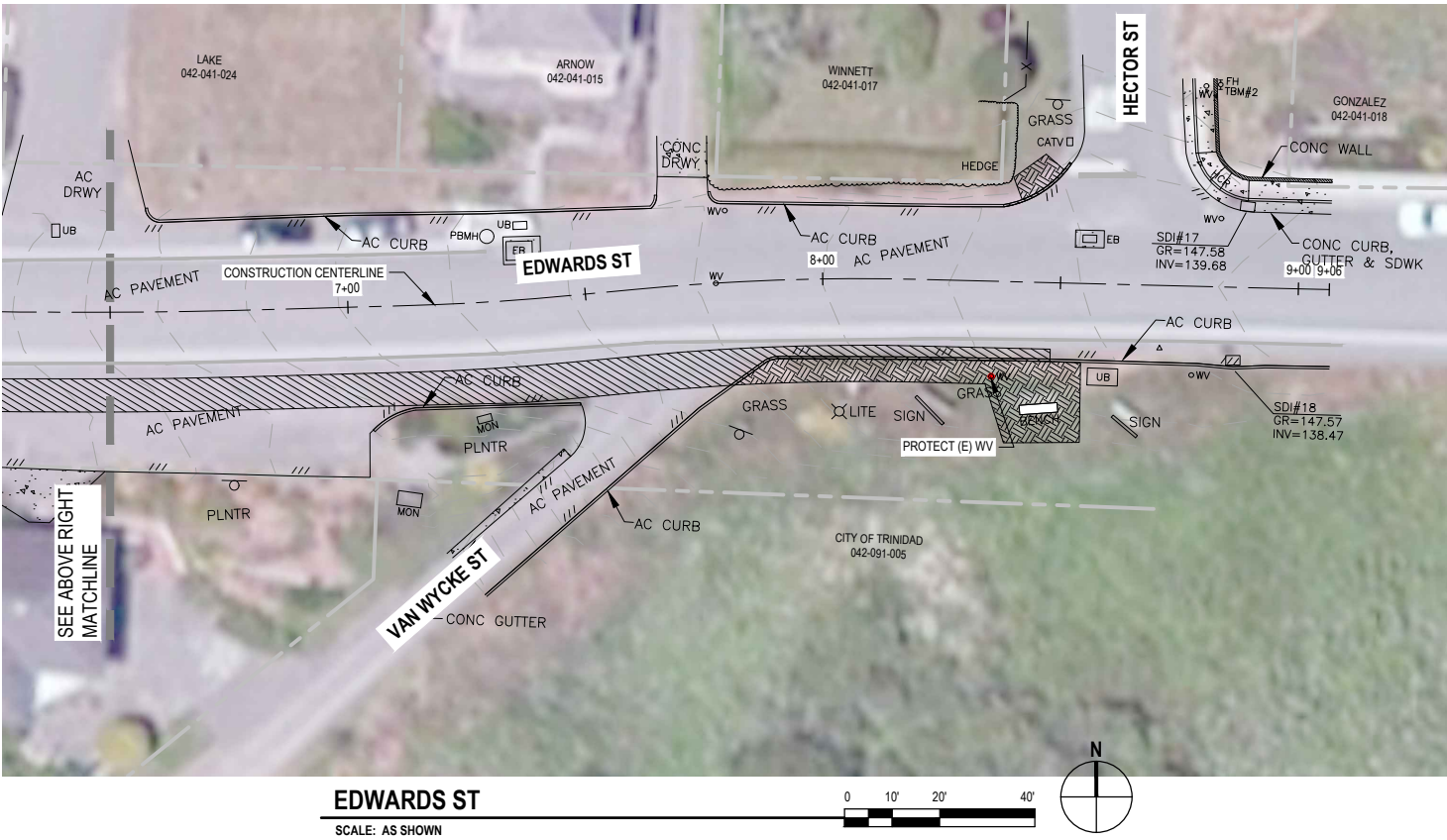
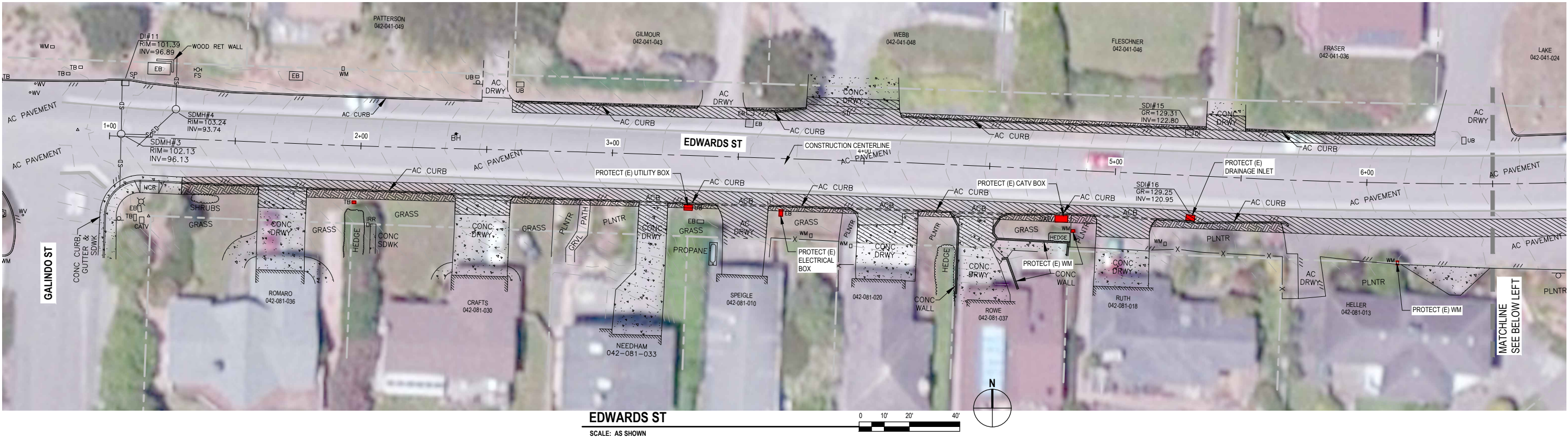
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Project Manager	S.ALLEN	Date	December 2020
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Project No.	111205222		
Original Size	ANSI D	Sheet No.	G-002
		Sheet	2 of 8



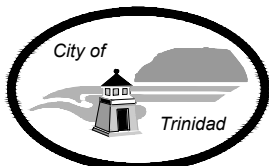
#### SHEET GENERAL NOTES

1. LOCATION OF EXISTING UTILITIES AND STRUCTURES ARE FROM THE BEST INFORMATION AVAILABLE. EXACT LOCATION AND COMPLETENESS ARE NOT GUARANTEED. CONTRACTOR SHALL NOTIFY UNDERGROUND SERVICES ALERT BY DIALING 811 A MINIMUM OF TWO BUSINESS DAYS PRIOR TO ANY EXCAVATION.
2. CONTRACTOR TO VERIFY ALL CONDITIONS AND DIMENSIONS PRIOR TO COMMENCING WORK.
3. GRIND AND REMOVE EXISTING PAVEMENT MARKINGS AND STRIPS WHICH DO NOT CONFORM TO NEW STRIPING, CONFIRM EXTENTS WITH OWNER'S REPRESENTATIVE.
4. PROTECT ALL (E) UTILITY POLES.

#### LEGEND

- APPROXIMATE LIMITS OF CLEARING AND GRUBBING.
- DEMOLISH & REMOVE (E) CONCRETE OR ASPHALT CONCRETE SURFACING.
- RIGHT OF WAY / PROPERTY LINE

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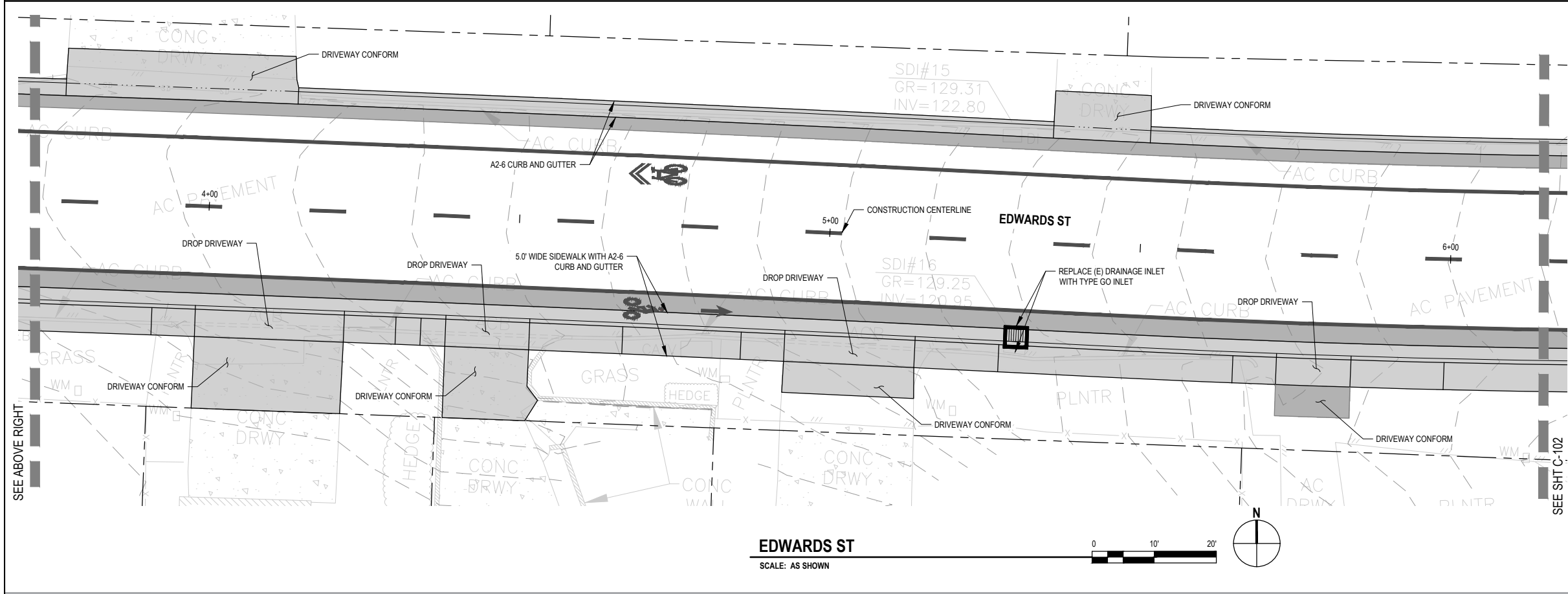
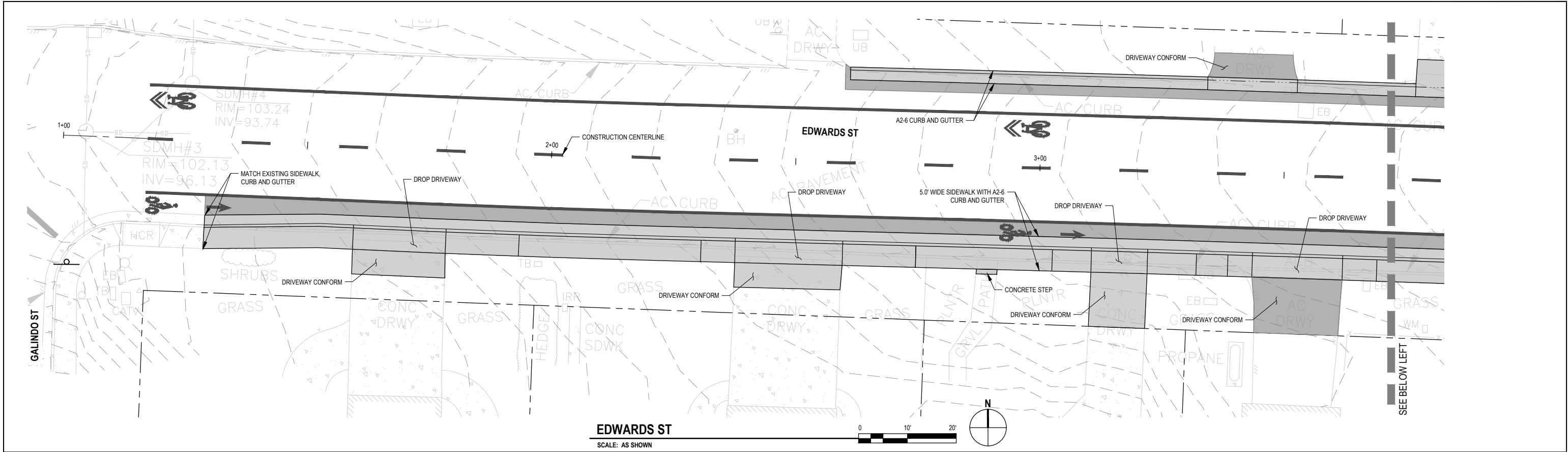
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	EDWARDS ST & VAN WYCKE ST		
Project No.	111205222		
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		Sheet	3 of 8



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2.	CONTRACTOR TO VERIFY ALL CONDITIONS AND DIMENSIONS PRIOR TO COMMENCING WORK.
3.	WHERE NEW ELEVATIONS NOT SHOWN CONTRACTOR SHALL FIELD FIT IMPROVEMENTS REQUIRED TO MEET THE INDICATED GRADES.
4.	ALL EXISTING UTILITY BOXES TO BE ADJUSTED TO NEW FINISHED GRADE IN ACCORDANCE WITH DETAILS ON C-501.

LINE & HATCH LEGEND	
	HMA PAVING
	CONCRETE
	RIGHT-OF-WAY / PROPERTY LINE

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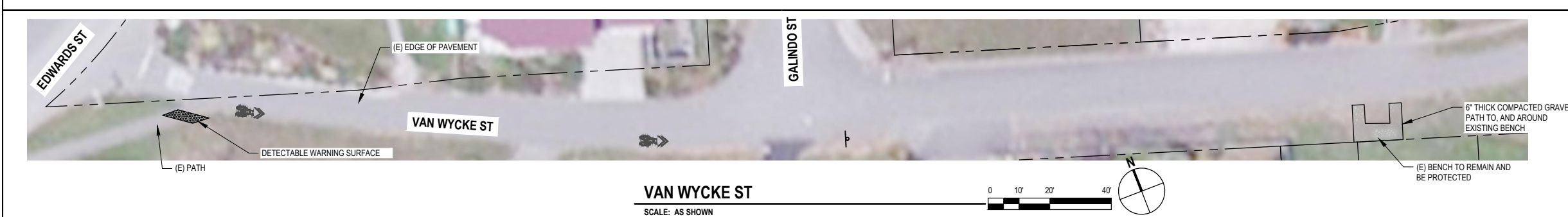
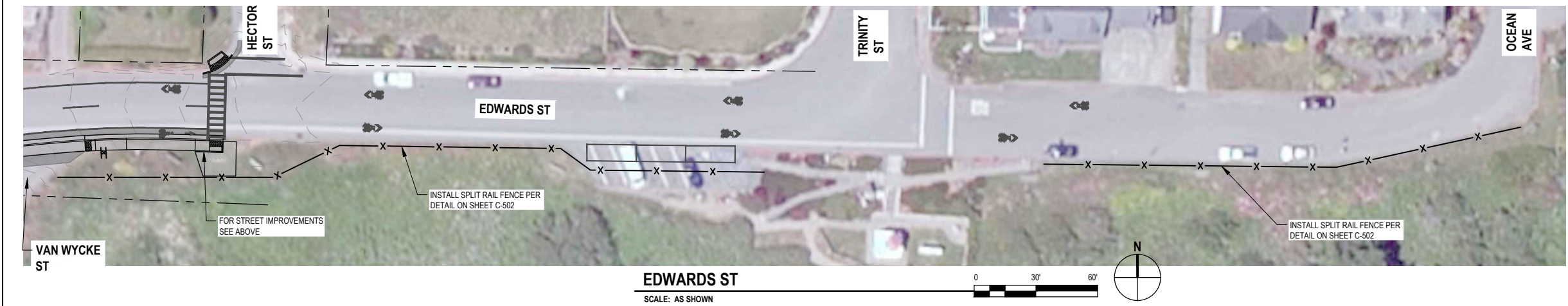
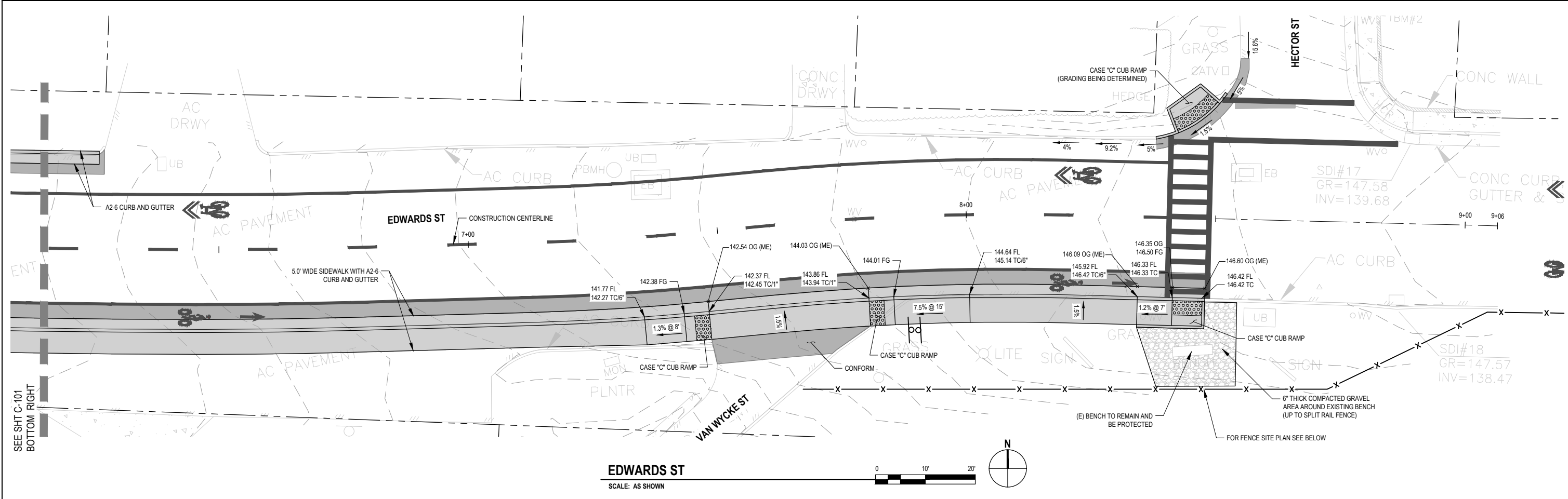
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	EDWARDS ST	
Project No.	11205222	
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Sheet 4 of 8



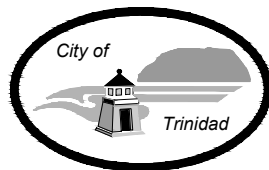
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#### LINE & HATCH LEGEND

- HMA PAVING
- CONCRETE
- RIGHT-OF-WAY / PROPERTY LINE

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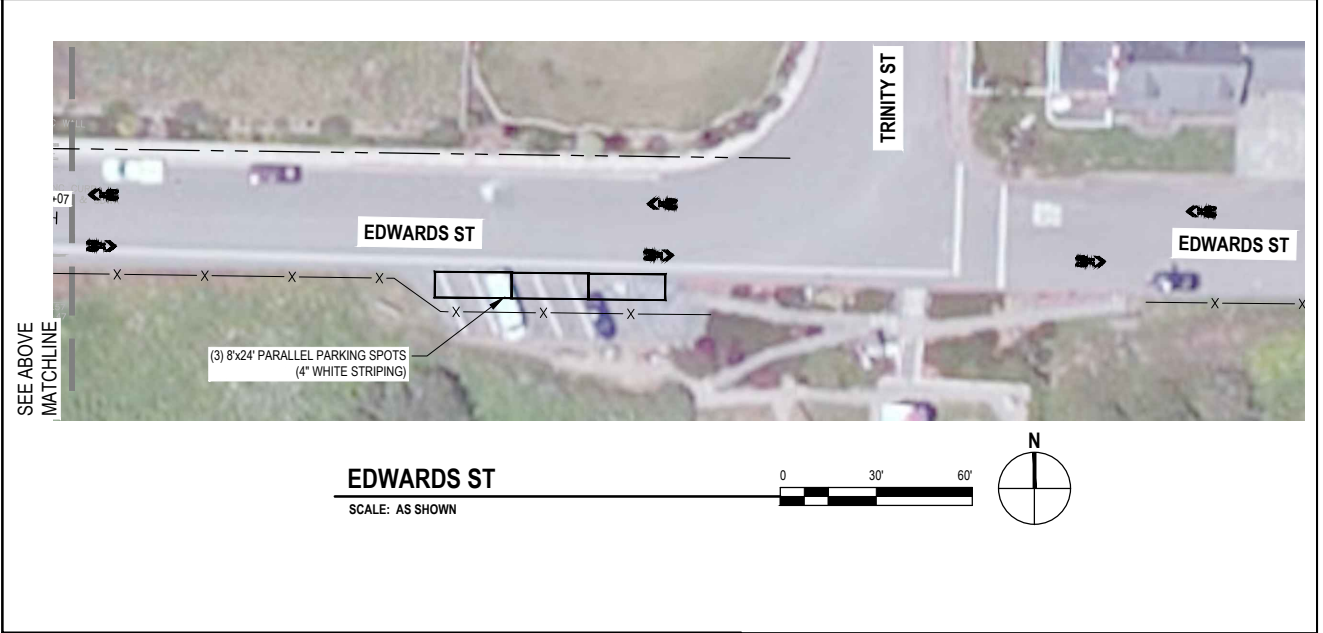
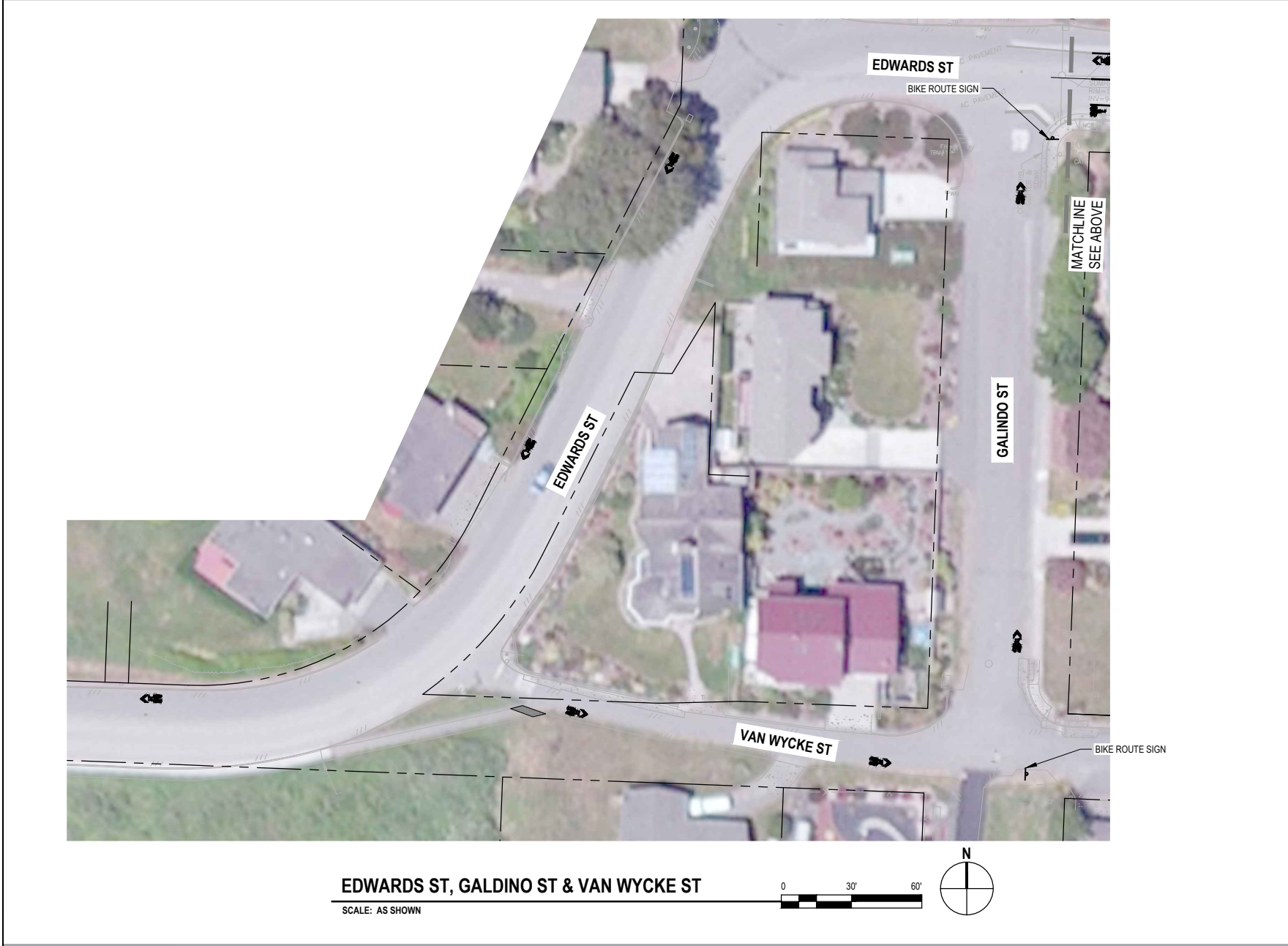
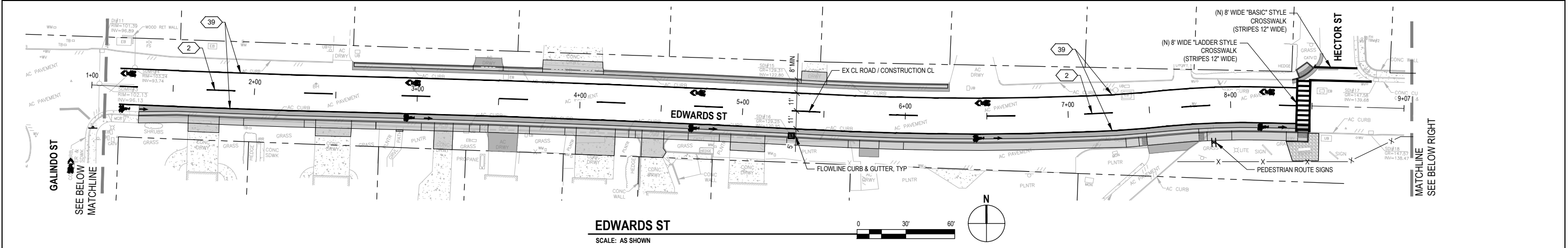
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Project No.	111205222		
Original Size	ANSI D	Sheet No.	C-102
		Sheet	5 of 8



SHEET GENERAL NOTES	
1.	TRAFFIC STRIPES AND PAVEMENT MARKINGS SHALL BE THERMOPLASTIC PER CALTRANS STANDARD PLANS AND SPECIFICATIONS, LATEST EDITION.
2.	PAVEMENT STRIPING DETAIL NO. AND MARKINGS PER CALTRANS STANDARD PLANS (CURRENT EDITION) A20A THROUGH A20F AND A24A THROUGH A24G.
3.	GRIND AND REMOVE EXISTING PAVEMENT MARKINGS AND STRIPS WHICH DO NOT CONFORM TO NEW STRIPING, CONFIRM EXTENTS WITH OWNER'S REPRESENTATIVE.
4.	ALL CROSSWALK MARKINGS TO BE YELLOW.
TRAFFIC LINES & PAVEMENT MARKINGS LEGEND:	
	STRIPING DETAIL NO.
	(N) BIKE LANE SYMBOL WITHOUT PERSON (A24C) & BIKE LANE ARROW (A24A)
	(N) SHARED ROADWAY BICYCLE MARKING (A24C)
LINE LEGEND	
	RIGHT-OF-WAY / PROPERTY LINE
	(E) EDGE OF PAVEMENT

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City of

Trinidad

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REGISTERED PROFESSIONAL ENGINEER

STEVEN A. ALLEN

06-002021

CIVIL

STATE OF CALIFORNIA

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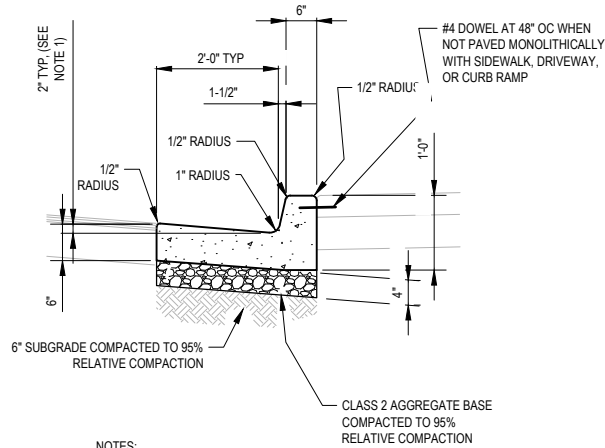
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Sheet				6 of 8			

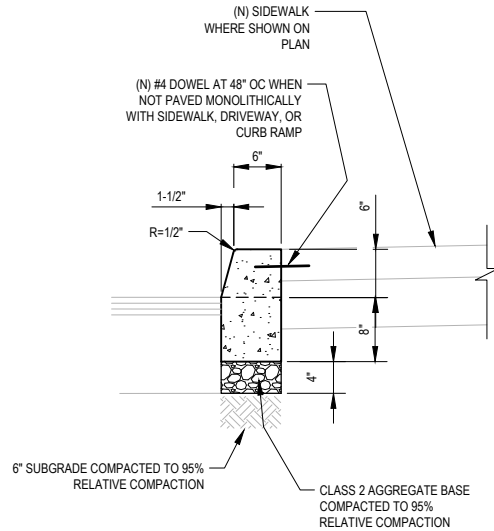


NOTES:

- ACROSS THE PEDESTRIAN ROUTE AT CURB RAMP LOCATIONS, THE GUTTER PAN SLOPE SHALL NOT EXCEED 5% WITHIN 2'-0" OF THE TOP AND BOTTOM OF THE CURB RAMP.
- NEW CURB ELEVATIONS TO BE SET ACCORDING TO OVERLAY AND/OR AS DIRECTED BY THE ENGINEER.
- DRILL AND DOWEL #4'S AT 12" O.C. INTO EXISTING CURBS AND GUTTER.

**TYPICAL CURB AND GUTTER DETAIL - TYPE A2-6**

SCALE: NTS

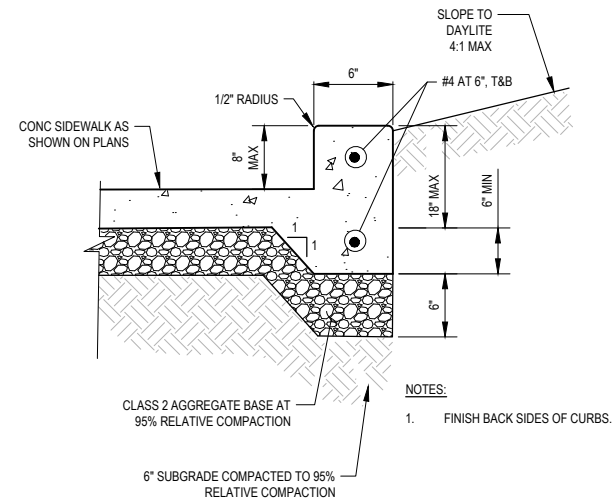


NOTES:

- NEW CURB ELEVATIONS TO BE SET ACCORDING TO OVERLAY AND/OR AS DIRECTED BY THE ENGINEER.
- DRILL AND DOWEL (2) #4'S WHEN JOINING EXISTING CURBS.
- WHEN SURFACE APPLIED ON (E) CONCRETE, PROVIDE CONTINUOUS #3 HORIZONTAL BAR AND #3 VERTICAL DOWEL EMBEDDED 4" INTO (E) CONCRETE AT 24" OC.
- TAPER LAST 1.0' OF DEAD-END CURBS AT 1:1 TO MATCH FG

**TYPICAL CURB DETAIL - TYPE A1-6**

SCALE: NTS

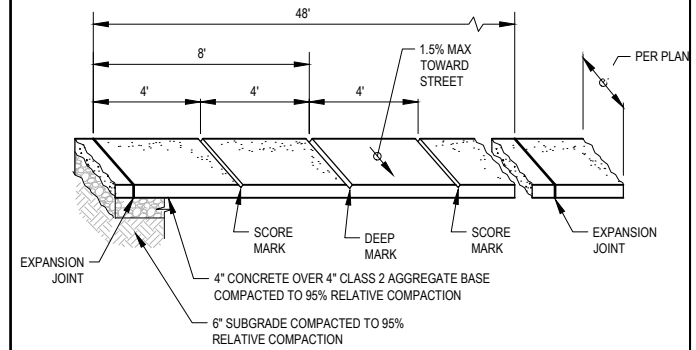


NOTES:

- FINISH BACK SIDES OF CURBS.

**CONCRETE RETAINING CURB DETAIL**

SCALE: NTS

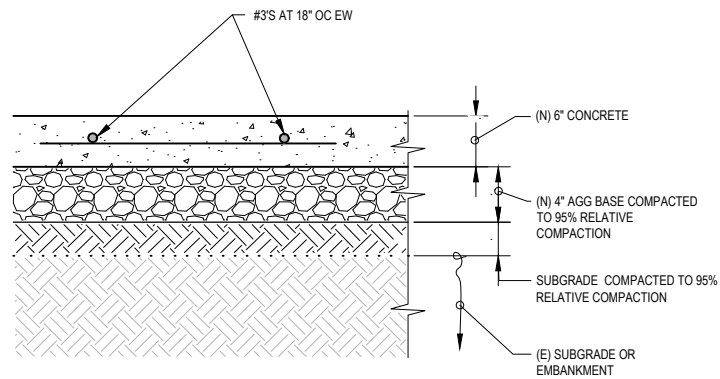


NOTES:

- DEEP SCORE MARK OR WEAKENED PLANE-DEPTH EQUAL TO 3/4".
- EXPANSION JOINT MATERIAL TO BE 1/4" THICK PREMOLDED JOINT FILLER FULL THICKNESS OF CONCRETE. EXPANSION JOINTS TO ALIGN WITH EXPANSION JOINTS IN CURB & GUTTER.
- SIDEWALK SHALL BE BROOM FINISHED. DIRECTION OF BROOMING SHALL BE PERPENDICULAR TO DIRECTION OF TRAVEL.
- CONTRACTOR TO DRILL AND DOWEL #4'S AT 24" O.C. INTO EXISTING SIDEWALK AT JUNCTIONS TO EXISTING SIDEWALK, DRIVEWAY CURB, AND / OR GUTTER.
- PROVIDE THICKENED EDGE (8" THICK BY 6" WIDE) WHEN FLUSH WITH VEHICULAR AREAS.
- WIDTH OF SCORE MARK TO BE 1/2" MAX.

**TYPICAL SIDEWALK DETAIL**

SCALE: NTS

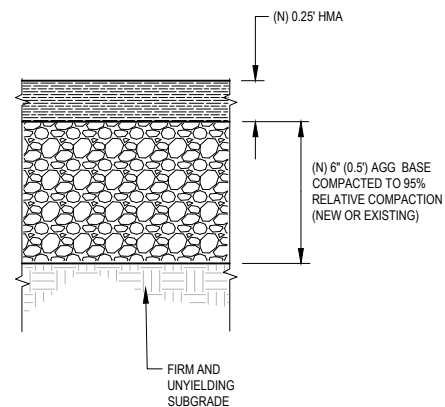


NOTES:

- DRILL AND DOWEL #4'S AT 24" O.C. INTO (E) CONCRETE SLABS OR (N) ADJACENT GUTTERS.
- PROVIDE 1" DEEP SCORE JOINT EVERY 20 FEET OC, EW OR AS DIRECTED BY OWNER'S REPRESENTATIVE.

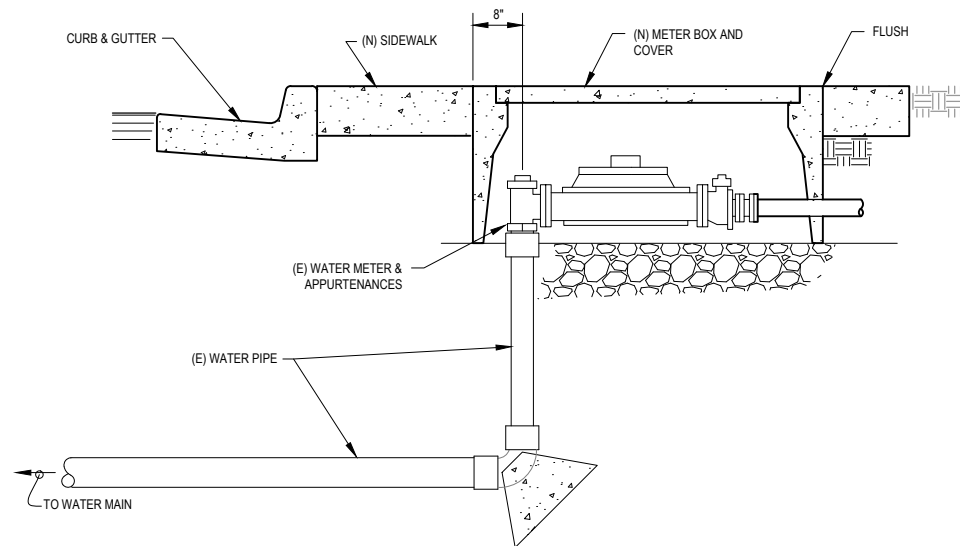
**TYPICAL VEHICULAR CONCRETE PAVING DETAIL**

SCALE: NTS



**TYPICAL HMA PAVEMENT SECTION**

SCALE: NTS

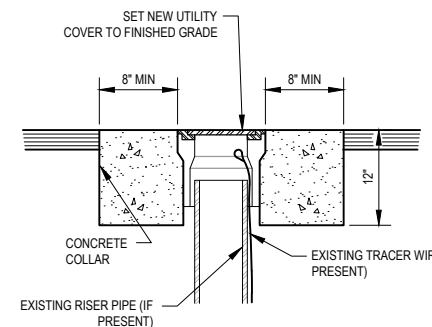


NOTES:

- PROVIDE 8" WIDE 12" THICK CONC COLLAR IN VEHICULAR AREAS.
- USE VEHICULAR RATED COVER IN DRIVEWAYS.

**TYPICAL ADJUST WATER METER DETAIL**

SCALE: NTS



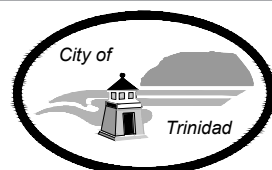
NOTES:

- THE CONTRACTOR SHALL COMPLETELY DEMOLISH EXISTING CONCRETE COLLAR TO A DEPTH OF 12 INCHES.

**TYPICAL ADJUST UTILITY COVER TO GRADE DETAIL**

SCALE: NTS

90% DESIGN  
NOT FOR  
CONSTRUCTION



Bar is one inch on original size sheet  
0 1"

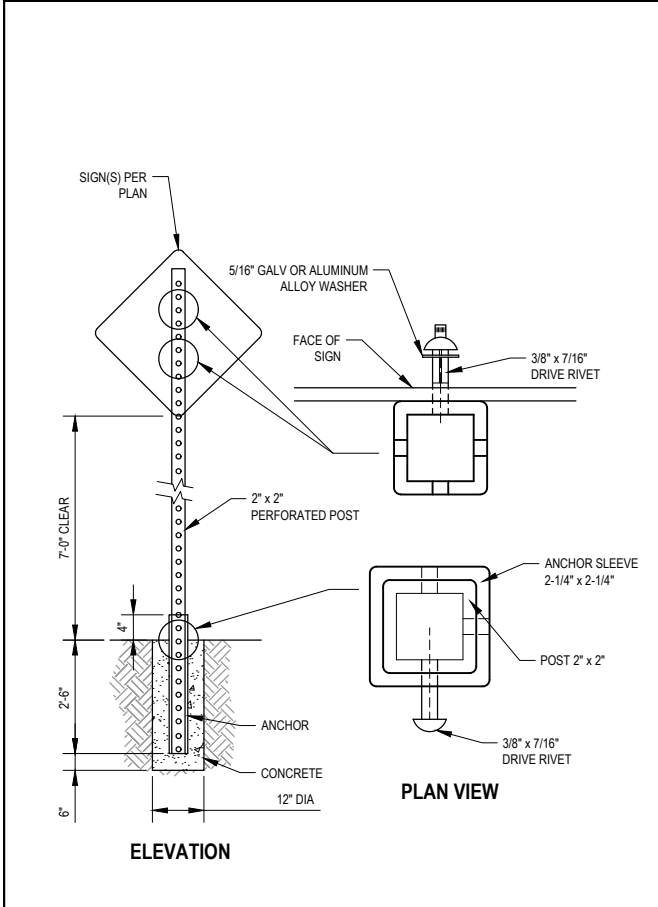
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Drawn	O.GOOD	Designer	O.GOOD
Drafting Check	S.ALLEN	Design Check	J.WOLF
Project Manager	S.ALLEN	Date	December 2020
This document shall not be used for construction unless signed and sealed for construction.		Scale	AS SHOWN

Client	CITY OF TRINIDAD		
Project	EDWARDS STREET BICYCLE & PEDESTRIAN CONNECTIVITY PROJECT		
Title	CONSTRUCTION DETAILS		
Project No.	11205222		
Original Size	ANSI D	Sheet No.	C-501
Scale	AS SHOWN	Sheet	7 of 8

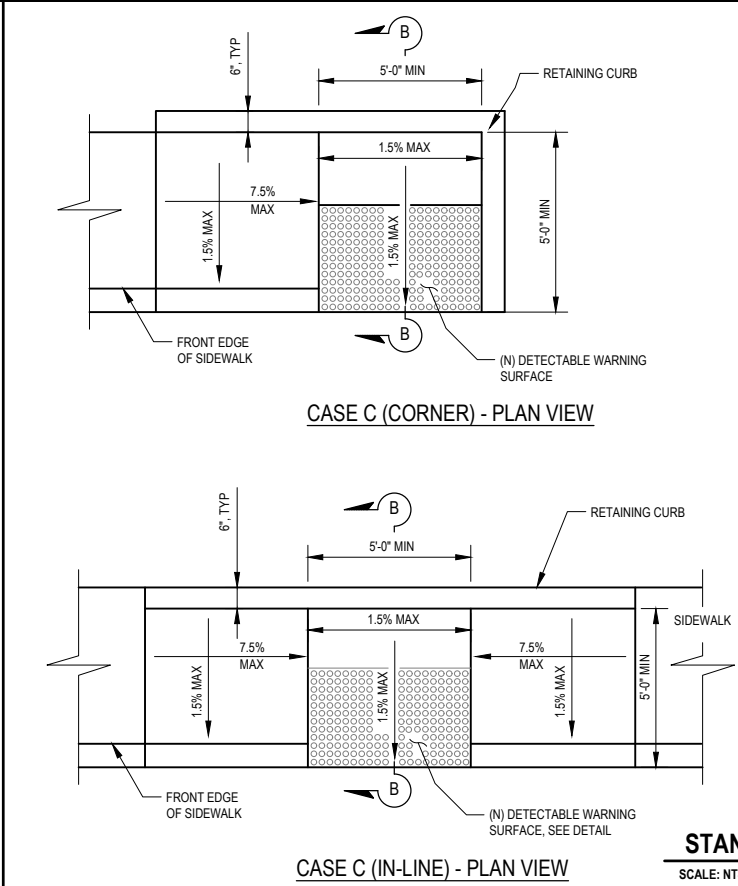


NOTES:

1. PROVIDE 48" CLEAR PATH OF TRAVEL AROUND SIGN POSTS WHEN LOCATED IN SIDEWALKS, DRIVEWAYS, OR CURB RAMPS.
2. SIGN PANELS SHALL NOT ENCR OACH PAST CURB FACE.
3. BACK BRACES REQUIRED FOR SIGN PANELS 36" OR WIDER.

TYPICAL ROADSIDE SIGN, 1-POST DETAIL

SCALE: NTS



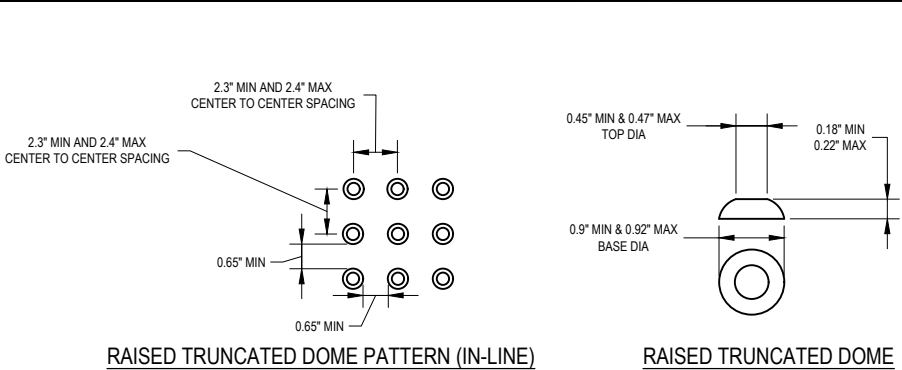
STANDARD CURB RAMP DETAIL - CASE C

SCALE: NTS

PEDESTRIAN ACCESS NOTES:

1. THE CURB RAMP STANDARDS DEPICTED HERE MAY NOT BE APPROPRIATE FOR ALL LOCATIONS. FIELD CONDITIONS AT INDIVIDUAL LOCATIONS MAY REQUIRE SPECIFIC DESIGNS. DESIGNS MUST BE CONSISTENT WITH THE PROVISIONS OF THE STATE OF CALIFORNIA DEPARTMENT OF TRANSPORTATION (CALTRANS) STANDARD PLANS (CURRENT EDITION) AND SUBSEQUENT REVISED STANDARD PLANS TO THE MAXIMUM EXTENT FEASIBLE.
2. CURB RAMP AND PEDESTRIAN REFUGE ISLAND THICKNESS SHALL BE 6" THICK MINIMUM. PEDESTRIAN REFUGE ISLANDS AND CURB RAMPS SHALL BE PLACED OVER 4" OF CLASS 2 AGGREGATE BASE COMPACTED TO 95% RELATIVE COMPACTION. SCARIFY SUBGRADE 6" DEEP, MOISTURE CONDITION AND RECOMPACT TO 95% RELATIVE COMPACTION.
3. TRANSITIONS FROM RAMPS AND LANDINGS TO WALKS, GUTTERS, OR STREETS SHALL BE FLUSH AND FREE OF ABRUPT CHANGES.

4. MAXIMUM SLOPES OF ADJOINING GUTTERS, THE ROAD SURFACE IMMEDIATELY ADJACENT TO THE CURB RAMP OR ACCESSIBLE ROUTE SHALL NOT EXCEED 5% WITHIN 2'-0" OF THE CURB RAMP.
5. A 6" HIGH WARNING CURB IS REQUIRED PER CBC WHENEVER THERE IS AN ABRUPT CHANGE IN GRADE ELEVATION OFF THE EDGE OF A WALKING SURFACE THAT EXCEEDS 4" VERTICAL EXCEPT BETWEEN A SIDEWALK AND AN ADJACENT STREET. LOCATION TO BE AS DIRECTED.
6. WHEN AN EXISTING ACCESSIBLE PATH OF TRAVEL IS TO BE BLOCKED OR REMOVED, THE CONTRACTOR SHALL SUBMIT A TEMPORARY ACCESS PLAN FOR CITY APPROVAL. NO WORK SHALL COMMENCE UNTIL AN ACCESS PLAN HAS BEEN APPROVED FROM THE CITY.



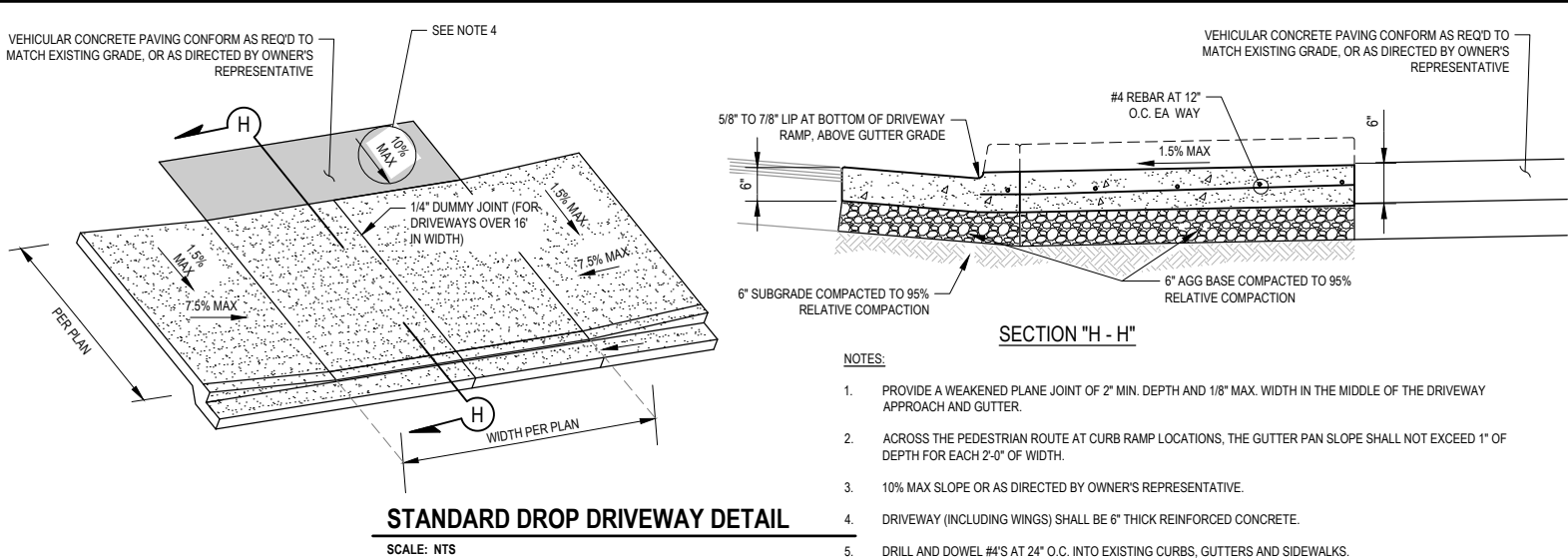
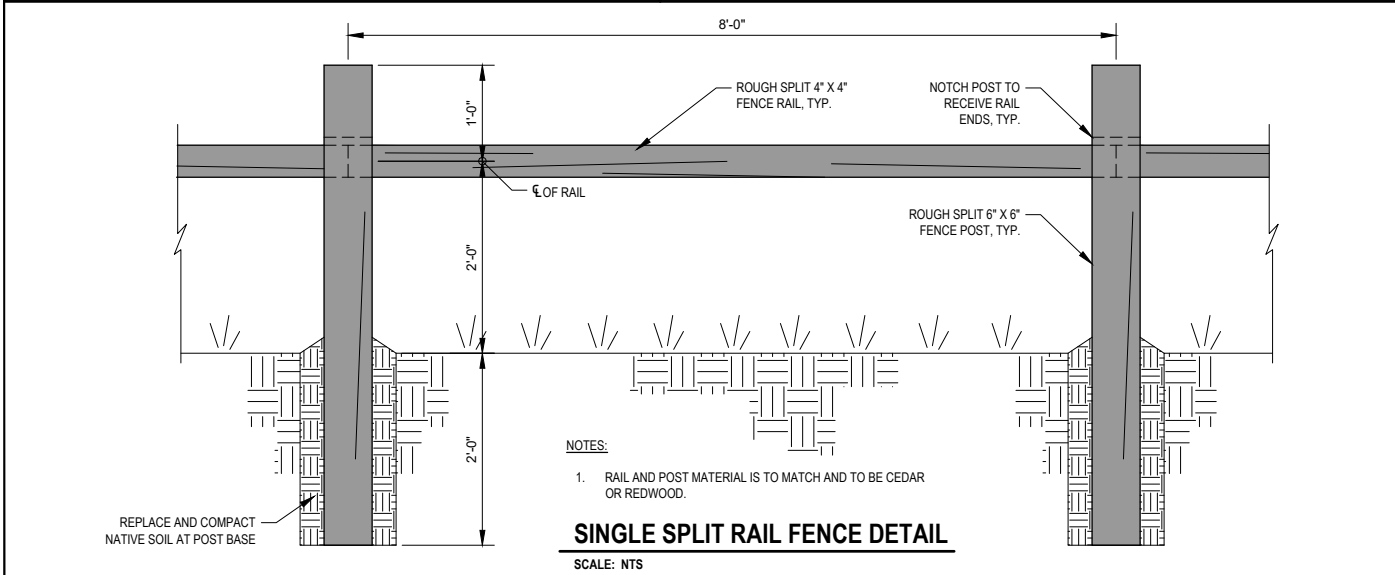
NOTES:

1. CURB RAMPS SHALL HAVE A DETECTABLE WARNING SURFACE THAT EXTENDS THE FULL WIDTH AND 3'-0" DEPTH OF RAMP. SEE RAMP DETAILS ON THIS SHEET FOR DETECTABLE WARNING LAYOUT.
2. THE EDGE OF THE DETECTABLE WARNING SHALL BE BETWEEN 6" AND 8" AWAY FROM THE STREET GUTTER FLOWLINE EXCEPT FOR PARALLEL RAMP CONSTRUCTION, WHERE THE DETECTABLE WARNING SURFACE SHALL BE BETWEEN 0" AND 2" AWAY FROM THE STREET GUTTER FLOWLINE.
3. DETECTABLE WARNING SHALL BE A PREFORMED MATERIAL AS APPROVED BY THE ENGINEER.
4. DETECTABLE WARNING SURFACE SHALL BE FEDERAL YELLOW.
5. DETECTABLE WARNING SURFACES FOR NEW RAMPS AND BLENDED TRANSITIONS SHALL BE CAST-IN-PLACE. DWS PLACED ON EXISTING CONCRETE SURFACES SHALL BE SURFACE APPLIED.

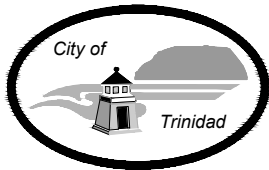
DETECTABLE WARNING SURFACE DETAILS

SCALE: NTS

7. IF THE CONSTRUCTION WORK AREA IS WITHIN AN EXISTING FACILITY (E.G. BUS STOPS, CROSSWALKS, ETC.), CONTRACTOR SHALL PROVIDE 48 HOURS ADVANCE NOTICE TO OWNERS OF THE FACILITY INDICATING THE AFFECTED LOCATION AND DURATION OF WORK. NO TWO FACILITIES OR PROGRAMS IN SEQUENCE SHALL BE BLOCKED OR CLOSED FOR PUBLIC USE.
8. PAYMENT FOR PROVIDING A CONTINUOUS PATH OF TRAVEL SHALL BE CONSIDERED AS INCLUDED IN VARIOUS ITEMS OF WORK AND NO SEPARATE PAYMENT SHALL BE MADE. PROVISIONS FOR CONTINUOUS PATH OF TRAVEL SHALL INCLUDE INSTALLATION AND MAINTENANCE OF TEMPORARY RAMPS, POTHOLING OF UTILITIES, RESTORATION OF EXISTING STREET IMPROVEMENTS. COORDINATION OF WORK, TRAFFIC CONTROLS AND ALL ASSOCIATED WORK NEEDED TO COMPLETE THIS REQUIREMENT.
9. DRILL AND DOWEL #4'S AT 24" O.C. INTO EXISTING CURBS, GUTTERS, DRIVEWAYS AND SIDEWALKS.



90% DESIGN  
NOT FOR  
CONSTRUCTION



Bar is one inch on original size sheet  
0 1"

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Project	EDWARDS STREET BICYCLE & PEDESTRIAN CONNNECTIVITY PROJECT		
Title	CONSTRUCTION DETAILS		
Project No.	111205222		
Original Size	ANSI D	Sheet No.	C-502
Sheet	8	of	8

# City of Trinidad

## TECHNICAL SPECIFICATIONS

### Edwards Street Bicycle & Pedestrian Connectivity Project ATPL-5036(012)

#### 90% SUBMITTAL



December 3, 2020

Prepared for

City of Trinidad  
409 Trinity Street  
Trinidad, CA 95570  
(707) 677-0223

Prepared by



718 Third Street  
Eureka, California 95501

## TECHNICAL SPECIFICATIONS

### Special Provisions to the Caltrans Standard Specifications, 2018

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## 1.0 **GENERAL**

### A. PROJECT DESCRIPTION

The project includes all work included in the Plans, General Provisions, Technical Specifications, Standard Plans and Standard Specifications, to produce a complete and functional project, as determined by the City of Trinidad.

### B. SCOPE OF WORK

Contractor shall provide all materials, supervision, labor, equipment and supplies for construction of the Edwards Streen Bicycle and Pedestrian Connectivity Project. The project includes but is not limited to: removal of existing asphalt pavement, portions of driveways, asphalt curbs, and drainage facilities; and the placement/construction of concrete sidewalks, driveways, curb and gutter, asphalt pavement, pavement striping and markings, signage, storm drain inlets, gravel pathways, and split rail fencing.

All materials shall be furnished and installed by the Contractor unless otherwise noted.

### C. LOCATION OF WORK

The work site is on Edwards Street between Ocean Avenue and Galindo Street, on Galindo Street and Van Wycke Street and; Edwards Street between Galindo Street and Van Wycke Street in Trinidad, State of California.

### D. CONTRACTOR'S LICENSE REQUIREMENTS

The Contractor's license needed for this project is A - General Engineering.

### E. OWNER'S AUTHORIZED REPRESENTATIVES

- Eli Naffah, City Manager, City of Trinidad
- Gabriel Adams, City Clerk, City of Trinidad
- Ryan DeSmet, Water Department Director, City of Trinidad
- Becky Price-Hall, Project and Grant Coordinator, City of Trinidad

*Additional authorized representatives will be identified prior to construction.*

### F. STANDARDS

All work shall adhere to California Department of Transportation (Caltrans) 2018 Standard Specifications and Standard Plans and the Special Provisions contained herein and the latest edition of the California Building Code (CBC), Local, State and Federal regulations, all of which are incorporated into this Contract by reference.

Any reference to or incorporation of the Caltrans Standard Specifications, including "Standard Specifications," "Caltrans Specifications," "State Specifications," or "CSS," means the 2018 edition of Caltrans' Standard Specifications ("Standard Specifications"), and the most current amendments on the date that Contractor's bid was submitted for this Project. The following provisions apply to use of or reference to the Standard Specifications:

1. Limitations. None of the "General Provisions" of the Standard Specifications, i.e., Sections 1 through 9, applies to these Contract Documents with the exception of any specific provisions, if any, which are expressly stated to apply to these Contract Documents.
2. Conflicts or Inconsistencies. If there is a conflict or inconsistency between any provision in the Standard Specifications and a provision of these Contract Documents, as determined by the Engineer, the provision in the Contract Documents will govern.

#### G. CONFLICTS

The Contractor shall read and make careful examination of the plans, specifications, quantities and material estimates and visit the site of the proposed construction to become familiar with the site conditions and limitations before making a bid. The Contractor shall be responsible for any and all errors resulting from the failure to make such an examination.

#### H. PERMITS AND LICENSES

It is the responsibility of the Contractor to coordinate with the City to verify that all necessary State and Federal permits have been obtained prior to starting construction or breaking ground on a specific portion of work. The Contractor shall coordinate with the City or the Engineer to obtain copies of the permits and shall comply with all permit conditions.

The Contractor shall maintain a copy of all permits at the project site at all times.

The Contractor required to obtain a "no cost" encroachment permit from the City.

#### I. CONTRACTOR'S USE OF PREMISES

The Contractor agrees to assume sole and complete responsibility for the job site during the course of construction of this project, including safety of all persons and property. This requirement shall apply continuously and not be limited to normal working hours; and that the Contractor shall defend, indemnify, and hold the City, GHD, and their representatives harmless from any and all liability, real and/or alleged, in conjunction with the performance of this project.

Public Safety, traffic safety and worker safety shall be maintained in compliance with Federal, State and Local Law. It shall be the applicant's responsibility and liability to comply with all applicable laws including: Cal-OSHA; State Department of Transportation Construction Safety, and the State Construction Safety Orders administered by the State Department of Industrial Relations, available through the State of California. Safety and warning devices shall be installed and maintained for all work within the Public Right of Way, within trenches, excavations, and around obstructions. No Public access shall be permitted under overhead construction work. Traffic control signs, flags, lights and other warning and safety procedures shall conform to these cited State requirements, including the Manual of Traffic Safety in Construction Work Zones published by the State Department of Transportation. Continuous vehicle and pedestrian access shall be maintained unless advanced, written authorization has been provided by the City.

1. The Contractor shall notify the engineer at least 72 hours in advance of commencement of any part of the work and shall coordinate construction schedule accordingly.
2. The Contractor shall provide and maintain sufficient temporary barriers to provide for the safety of the public to the satisfaction of the City, see Standard Specifications section 7-1.03 and 7-1.04 for more information.
3. The Contractor shall take all reasonable precautions to restrict operations to the least area of work possible and shall not disturb private property beyond the areas of work or easements for the project.
4. No work shall be performed outside of the designated construction limits without the approval of the city or city's representative.
5. The Contractor shall coordinate with city and adjacent property owners to schedule the demolition and reconstruction of driveways. A minimum of two weeks notice shall be provided and coordinated so as to cause minimal impacts to the property owner. Contractor shall be held responsible for any damage to property or belongings while on

private property and such property shall be restored to "as good or better" conditions at the contractor's expense.

6. No concrete shall be place or poured; or asphalt paving placed; or pipeline trenches back-filled; or structures back-filled until the designated City inspector has made an inspection and the work has been approved. Required inspections must be scheduled at least 24 hours in advance.
7. Access to fire hydrants and public facilities shall be maintained at all times.
8. Refuse, trash, waste materials or unused materials shall be removed from the Public Right-of-Way within 4 hours after completion of work.
9. The Contractor shall post temporary "No Parking" signs with dates and time restrictions described in work areas a minimum of forty-eight (48) hours prior to commencement of work. However, if the intended work does not commence within 24 hours of the scheduled work, all "No Parking" signs shall be removed from the site unless otherwise directed by the City's Representative. See "Traffic Control" section regarding coordinating work.
10. The Contractor shall provide equipment-staging space at their own expense and shall occur within paved or graveled areas or a designated, previously disturbed corporation yard. No spoils or materials will be permitted to be stored within City right-of-way without prior written approval from the City.
11. The Contractor shall be cognizant of all utilities that cross the work area and take adequate measures to protect the utilities from damage. The City of Trinidad assumes no liability of the location of utilities marked or otherwise, and the Contractor is encouraged to examine the site and contact the utilities via USA to determine if conflicts exist.
12. The Contractor is responsible for arranging hook-up of temporary power and is responsible for power hookup and power usage costs. It is the Contractor's responsibility to ensure the compatibility of power sources for their equipment.
13. The Contractor is responsible for furnishing and installing all required temporary buildings with sanitary toilets for use of all workmen; comply with all minimum requirements of the Health Department or other public agency having jurisdiction; maintain in a sanitary condition at all times.
14. Unless otherwise noted, the Contractor shall protect existing survey monuments within work limits. Any monument damaged by the contractor shall be reset in accordance with the California Professional Land Surveyors Act.

#### J. ROAD CLOSURES

No street shall be closed without first notifying the following agencies, a minimum of 24 hours in advance:

- |  |              |
|--|--------------|
| • Trinidad Public Works Department:                    | 707-677-0223 |
| • Trinidad Planning & Building Services (SHN):         | 707-441-8855 |
| • Humboldt County Sheriff's Department:                | 707-445-7251 |
| • Trinidad Volunteer Fire Department:                  | 707-677-0224 |
| • California Highway Patrol:                           | 707-268-2000 |
| • California Department of Forestry - Trinidad Office: | 707-677-3638 |

#### K. DIFFERING SITE CONDITIONS

Attention is directed to Section 4-1.06, "Differing Site Conditions," of the Standard Specifications. During the progress of the work, if subsurface or latent conditions are encountered at the site differing materially from an examination of the conditions above ground at the site, the party discovering those conditions shall promptly notify the other party in writing of the specific differing conditions before they are disturbed and before the affected work is performed.

The Contractor will be allowed 15 days from the notification of the City's determination of whether or not an adjustment of the contract is warranted, in which to file a notice of potential claim in conformance with the provisions of Section 5-1.43, "Potential Claims and Dispute Resolution" of the Standard Specifications and as specified herein; otherwise the decision of the City's Representative shall be deemed to have been accepted by the Contractor as correct. The notice of potential claim shall set forth in what respects the Contractor's position differs from the Engineer's determination and provide any additional information obtained by the Contractor, including but not limited to additional geotechnical data. The notice of potential claim shall be accompanied by the Contractor's certification that the following were made in preparation of the bid: a review of the contract, a review of the "Technical Data," a review of the borings and other records of geotechnical data to the extent they were made available to bidders prior to the opening of bids, and an examination of the conditions above ground at the site.

#### L. WORK SAFETY

The Contractor shall assume sole and complete responsibility for job site conditions for the duration of the project including, but not limited to, the safety and health conditions on the work site. This requirement shall apply continuously and shall not be limited to normal working hours. Contractor shall comply with all applicable provisions of law including the standards, rules, regulations and orders established by the California Division of Industrial Safety. Contractor shall furnish and use safety devices and safeguards and shall adopt and use practices, means, methods, operations, and processes which are reasonably adequate to render the work site safe and healthful. Contractor shall take all steps necessary to ensure that any hazardous condition is corrected promptly either by the Contractor or by assigning such responsibility to the appropriate subcontractor and ensuring that the corrections are completed. The City of Trinidad, the engineer-of-record, construction manager and the officers, agents, employees and consultants, shall not have charge of or responsibility for construction or safety means, methods, techniques, procedures, as these are solely the responsibility of Contractor.

#### M. CONFINED SPACES

For any work that is to take place in a confined space, the Contractor shall comply with all CAL/OSHA regulations concerning entry into confined spaces. Confined space for the purpose of this Article shall include, but is not limited to the interior of storm drains, sewers, vaults, utility pipelines, manholes, reservoirs, and any other such structure which is similarly surrounded by confining surfaces so as to permit the accumulation of dangerous gases or vapors. Tests for the presence of combustible or dangerous gases shall be made with an approved device immediately prior to a worker entering a confined space and at intervals frequent enough to ensure a safe atmosphere during the time a worker is in such a structure. A record of such tests shall be kept at the job site. Sources of ignition, including smoking, shall be prohibited in any confined space until after the atmosphere within the confined space has been tested and found safe. No employee shall be permitted to enter or remain within a confined space until such confined space is free of concentrations of harmful gases, and lack of oxygen, unless the employee is wearing suitable and approved respiratory equipment. Confined spaces that contain or that have last been used as containers of toxic gases, light oils, hydrogen sulfide, corrosives, or poisonous substances, shall, in every case, be tested by means of approved devices or chemical analysis before being entered without wearing approved respiratory equipment. Reservoirs, vessels, or other confined spaces having openings or manholes in the side as well as in the top shall be entered from the side openings or manholes when practicable.

#### N. RECORD DRAWINGS

Using colored ink, the Contractor shall make changes on a set of clean prints of the contract drawings, which shall be kept at the job site at all times. Indicate all changes and revisions to the original design that affect the permanent structures/facilities. Reference underground utilities to semi-permanent or permanent physical objects. Reference water, sewer, telephone, and electrical lines to corners of buildings and survey markers. Drawings shall be kept current with all work instructions, change orders and construction adjustments. Drawings shall be subject to the inspection of the City's Representative at all times. Progress payments, or portions thereof, may be withheld if drawings are not accurate and current. Project record drawings are the property of the City of Trinidad. Prior to acceptance of the work, the Contractor shall deliver to the City one (1) set of neatly marked record drawings, accurately showing all the information required above. Full compensation for furnishing all labor, tools, equipment, material and incidentals and for doing all the work involved with conforming to the requirements of this section shall be considered as included in the contract prices paid for the various items of work and no additional compensation will be allowed therefor.

#### O. SUBMITTALS

Submit samples, drawings, and data for the City's approval which will demonstrate fully that the construction, and all materials and equipment to be furnished will comply with the provisions and intent of this specification. Submit all samples, drawings and data, unless specified otherwise, in the quantity required for return to the Contractor, plus three, which the City will retain. Label each sample, naming the project, the source of the material, and the proposed location of use on the project. Unless otherwise specifically permitted by the City, make all submittals in groups containing all associated items for complete systems. The City may reject partial submittals as not complying with the provisions of the contract documents.

Specific items to be covered by submittals shall include, but not limited to, the following:

Designation of Authorized Representative	Storm Drain Pipe and Fittings
Emergency Contact List	Catch Basins, Grates & Filters
Injury and Illness Prevention Plan	Pavement Markings / Markers / Stripes
Personnel & Equipment List	Roadside Signs and Posts
Traffic Control Plan	Fencing
Class 2 Aggregate Base	Utility and Water Meter Boxes
Hot Mix Asphalt Mix (HMA) Design	
Concrete Mix Design	
Concrete Reinforcement	
Detectable Warning Surfaces	

Where the specifications indicate that the Contractor must follow manufacturer's instructions for installation of materials or equipment, those instructions shall be submitted to the City of Trinidad prior to the start of work whether or not instructions are listed specifically as a submittal. When referenced, the manufacturers printed installation instructions shall have the same effect as if printed in the contract documents. Make all shop drawings accurately to a scale sufficiently large to show all pertinent features of the item and its method of connection to the work. Make all shop drawing prints in blue or black line on white background. Reproductions of City of Trinidad's drawings are not acceptable. The Contractor shall not use red color marks on submittals. Duplicate all marks on all copies submitted and ensure marks are photocopy reproducible. Include legible scale details, sizes, dimensions, performance characteristics, capacities, test data, anchoring details, installation instructions, storage and handling instructions, color charts, layout drawings, parts catalogs, rough-in diagrams, wiring diagrams, controls, weights, and other pertinent data. Provide, at a minimum, the detail provided in the Contract Documents.

Prior to submittal for City's review, use all means necessary to fully coordinate all materials, including the following procedures:

1. Determine and verify all field dimensions and conditions, materials, catalog numbers, and similar data.
2. Coordinate as required with all trades and with all public agencies involved.
3. Secure all necessary approvals from public agencies and others and signify by stamp, or other means, that they have been secured.

The Contractor shall make all submittals far enough in advance of scheduled dates of installation to provide all required time for reviews, for securing necessary approvals, for possible revision and resubmittal, and for placing orders and securing delivery. In scheduling, allow at least seven (7) calendar days for the City's review, plus the transit time.

At least one copy of each submittal will be returned to the Contractor marked "No Exceptions Taken", "Make Corrections Noted", "Revise and Resubmit", or "Rejected." Submittals marked "No Exceptions Taken" or "Make Corrections Noted" need not be resubmitted, but the notes shall be followed. If a submittal is rejected, it will be marked to indicate what is unsatisfactory. Resubmit revised drawings or data as indicated, in number of copies specified above.

Approval of each submittal by the City will be general only and shall not be construed as:

1. Permitting any departure from the contract requirements.
2. Relieving the Contractor of the responsibility for any errors and omissions in details, dimensions, or of other nature that may exist.
3. Approving departures from additional details or instructions previously furnished by the City.
4. Relieving the Contractor from verifying all field conditions and dimensions.

Any submittals which are returned to the Contractor for resubmittal due to incompleteness or noncompliance more than once will cause additional review time and expense for the City of Trinidad. The Contractor shall reimburse the City of Trinidad for all costs associated with the third and subsequent review of any submittals. The City of Trinidad reserves the right to deduct resubmittal review costs from amounts due the Contractor.

The contract is based on the materials, equipment, and methods described in the contract documents. Any proposed substitutions by the Contractor are subject to the City's approval. The City will consider proposals for substitution of materials, equipment, and methods only when such proposals are accompanied by full and complete technical data, and all other information required by the City to evaluate the proposed substitution. Requests for substitutions shall be accompanied by a cover letter stating the reason for the substitution and any cost difference between the specified and proposed material. Any deviations from the plans and specifications shall be clearly identified on the submittal.

Whenever any material or equipment is indicated or specified by patent or proprietary name or by the name of the manufacturer, such specification shall be considered as used for describing the material or equipment desired and shall be considered as followed by the words "or approved equal". The Contractor may offer any material or equipment which shall be equal in every respect to that specified; provided that written approval first is obtained from the Engineer.

Certificates of Compliance may be required for any material incorporated into the project at the City's sole discretion.

Before submitting materials, the Contractor shall provide the City a proposed submittal form for the City's review and approval or the Contractor shall use the sample form designated by the City.

The Contractor shall completely identify each submittal and re-submittal by using the form approved by the City's Representative and number submittals consecutively beginning with 1.

Resubmittals shall retain the original number with an added suffix starting with "A." Said form shall include the name of the City's Representative and the Project Name. It shall also clearly indicate the Item Description, Manufacturer, Specification Section Reference and Drawing Sheet Number(s) Reference. All submittals shall be certified by the Contractor for completeness and for compliance with the contract documents with the following Certification:

*I hereby certify that all material submitted has been checked for completeness, for correctness, and for compliance with the drawings and specifications, that field dimensions and conditions have been verified, and that exceptions, if any are clearly noted.*

Allow a 3" x 4" space on the form for the City's Submittal Stamp. Transmit all submittals to City's designated representative.

#### P. Measurement and Payment

Quantities shown on the bid schedule are approximate. Except for final pay item quantities, the Engineer measures quantities for payment. Unless otherwise specified, measurement for work is in place, complete, and accepted.

When the bid schedule or Engineer's estimate does not contain a pay item for work shown in the plans or called for in the Contract Documents, no direct payment for work will be made, but the work will be considered paid under other contract items. Items of work or other services which the Contractor is required to supply, such as clean-up or other incidental items, and which are not listed as separate bid items shall be included in the related bid items and shall be considered as paid in those items, whether or not specifically identified in the descriptions. Also included in such contract costs are any costs associated with the repair of damage, which may occur to existing improvements as a result of these construction operations.

The contract price paid shall include full compensation for furnishing all labor, materials, tools, equipment and incidentals, and for doing all work involved as detailed in the Standard Specifications, these Special Provisions, and the plans. No additional compensation will be allowed therefor.

The City shows a bid item quantity as a final pay item for payment purposes only. For a final pay item, accept payment based on the Bid Item List quantity, regardless of actual quantity used unless dimensions are changed by the Engineer.

#### Q. Progress Schedule

Prior to the start of construction, the Contractor shall prepare and submit a construction schedule in a form provided by, or acceptable to the Owner. The Construction Schedule shall be updated by the Contractor regularly or at the request of the City. Any modifications to the Construction Schedule shall be submitted to the Owner in writing. Modifications to the Construction Schedule will not constitute approval for a work schedule extension.

The Contractor shall submit a weekly schedule, separate from the entire project schedule, which shall clearly show where and what time the Contractor anticipates working. A digital copy of the separate weekly schedule shall be submitted to the Owner no later than the Wednesday preceding the work week.

## 2.0 EXISTING FACILITIES

Attention is directed to 5-1.36 "Non-highway Facilities" of the Standard Specifications and these Special Provisions.

Contractor shall field verify all existing site conditions prior to the commencement of work and report any discrepancies to the City's representative. Contractor is responsible for visiting the site and becoming familiar with the site conditions prior to bidding. Should existing conditions differ from those shown or indicated, or if it appears that these plans, and specifications do not adequately detail the work to be done, Contractor shall notify the engineer prior to continuing with any related work. No allowance will be made on Contractor's behalf for any extra expense resulting from failure or neglect in determining the conditions under which work is to be performed.

Locations of existing underground utilities are plotted from interpolation of physical evidence on the site and should be considered approximate only. It is not the intent of the plans to show exact locations of existing utilities, and the City of Trinidad assumes no responsibility therefor. The Contractor shall be responsible for verifying their actual location and depth in the field. Where excavation is anticipated, the Contractor shall notify Underground Service Alert at (800) 642-2444 not less than two working days prior to any excavation, and shall pothole for exact location. Actual location can best be determined in the field after pre-marking by the various utilities affected, and potholing by the Contractor. Notify the Engineer immediately if locate indicates that existing utilities are different than shown on drawings.

The various utilities will cooperate with the Contractor to endeavor to familiarize the Contractor with all known underground utilities obstructions, but this will not relieve the Contractor from assuming full responsibility in anticipating and locating their actual location with respect to utilities which the Contractor must locate and identify under the provisions hereof. The Contractor shall inform and coordinate all necessary operations with all local utility providers including the following agencies:

The Underground Service Alert (USA)	(800) 642-2444
AT&T	(800) 743-5000
Pacific Gas & Electric Company (PG&E)	(800) 743-5000
Suddenlink Communications	(877) 443-3127
City of Trinidad Public Works	(707) 677-0223

Construction activity will take place in the vicinity of above ground and underground electric transmission lines. It is the contractor's responsibility to be aware of, and observe, the minimum clearances for workers and equipment operating near high voltage electric lines as set out in the high voltage safety orders of the California

Contractor shall be held responsible for any and all damages to existing structures, roads, and utilities during construction. Contractor shall locate, protect, and avoid disruption of all above and below grade utilities during construction. All damage shall be restored to an "as good or better" condition at the contractor's expense.

### **Measurement and Payment**

Full compensation for protection of existing utility facilities shall be considered as included in the various bid items and no separate payment will be made.

### **3.0     HAZARDOUS WASTE AND CONTAMINATION**

#### **General**

Attention is directed to the provisions in Section 14-11 “Hazardous Waste and Contamination”, of the Standard Specifications, and these Special Provisions.

In accordance with Section 7104 of the State Public Contract Code, the Contractor shall promptly, and before the following conditions are disturbed, notify the City, in writing, of any: (i) material that the Contractor believes may be material that is hazardous waste, as defined in Section 25117 of the Health and Safety Code, that is required to be removed to a Class I, Class II, or Class III disposal site in accordance with provisions of existing law; (ii) Subsurface or latent physical conditions at the site differing from those indicated; or (iii) unknown physical conditions at the site of any unusual nature, different materially from those ordinarily encountered and generally recognized as inherent in work of the character provided for in the Contract. The City shall promptly investigate the conditions, and if it finds that the conditions do materially so differ, or do involve hazardous waste, and cause a decrease or increase in the Contractor's cost of, or the time required for, performance of any part of the Work shall issue a change order under the procedures described herein. In the event that a dispute arises between the City and the Contractor whether the conditions materially differ, or involve hazardous waste, or cause a decrease or increase in the Contractor's cost of, or time required for, performance of any part of the Work, the Contractor shall not be excused from any scheduled completion date provided for herein, but shall proceed with all Work to be performed hereunder. The Contractor shall retain any and all rights provided either by contract or by law which pertain to the resolution of disputes and protests between the City and Contractor.

#### **Measurement and Payment**

Notification and initial coordination with the City shall be considered as included in the various bid items and no separate payment will be made. If hazardous waste or contaminated material is found that requires disposal, a change order for the additional work will be issued in accordance with this contract.

### **4.0     PRESERVATION OF PROPERTY**

#### **General**

Attention is directed to the provisions in Section 5-1.36 “Property and Facility Preservation”, of the Standard Specifications, and these Special Provisions.

The Contractor shall make a thorough investigation of the job site and size equipment accordingly. The Contractor shall select equipment to avoid damaging existing facilities, which include, but are not limited to: street paving, pipes, traffic controls, sidewalks, driveways, plants and trees, landscaping, curbs and gutters, retaining walls, drainage facilities, fencing etc. The Contractor shall restore any damage to the existing facilities to the satisfaction of the City or owner. Restoration costs shall be the sole responsibility of the Contractor and shall be at no cost to the City or Owner.

#### **Measurement and Payment**

Full compensation for complying with the above provisions shall be considered as included in the contract price for the various bid items and no separate payment will be made.

### **5.0     MOBILIZATION/DEMOBILIZATION**

#### **General**

Mobilization and Demobilization shall consist of preparatory work and operations including, but not limited to, those necessary for the movement of personnel, equipment, supplies and incidentals to the project site; for the establishment of all offices, buildings and other facilities necessary for work on the project; and for all other work and operations which must be performed or costs incurred prior to beginning work

on the various contract items on the project site. Also included are final site cleanup, removal of all unused construction waste and demobilization of equipment from the site.

### **Measurement and Payment**

Payment for Mobilization shall be made on a lump sum basis. This work covers all Contractor costs and effort associated with mobilizing and demobilizing equipment, materials, and labor to the project site. Items covered by this include, but are not limited to, bonds, insurance, contracting and administrative costs, costs associated with temporary facilities and utilities, and project maintenance and warranty. Payment for mobilization will be paid for as "Mobilization." Partial Payments will be made in accordance with the following:

<b>Percent of Original Contract Amount Earned</b>	<b>Total Amount Paid</b>
5%	50% of the amount bid for mobilization/demobilization, or 5 percent of the original contract amount, whichever is lesser
10%	75% of the amount bid for mobilization/demobilization, or 7.5 percent of the original contract amount, whichever is lesser
20%	95% of the amount bid for mobilization/demobilization, or 9.5 percent of the original contract amount, whichever is lesser
50%	100% of the amount bid for mobilization/demobilization, or 10 percent of the original contract amount, whichever is lesser

## **6.0 STATIONARY MOUNTED CONSTRUCTION AREA SIGNS**

### **General**

Stationary mounted construction area signs shall be furnished, installed at locations shown on the plans, maintained, and removed when no longer required in accordance with the provisions in Section 12, "Temporary Traffic Control," of the Standard Specifications and these Special Provisions. In addition, attention is directed to Sections 7-1.03 "Public Convenience", 7-1.04 "Public Safety" of the Standard Specifications, in so far as they may apply, and the following Special Provisions.

All stationary-mounted construction area signs shall be provided by the Contractor, and shall remain the Contractor's property after the completion of the contract.

### **Materials**

Sign substrates for stationary-mounted construction area signs shall comply Section 12-3.11B(1) and 12-3.11B(2) of the Standard Specifications. The base material of construction area signs shall be aluminum sheeting.

### **Construction**

All excavations required to install construction area signs shall be performed by hand methods without the use of power equipment, except that power equipment may be used if it is determined there are no utility facilities in the area of the proposed post holes.

The provisions in this section will not relieve the Contractor from their responsibility to provide such additional devices or take such measures as may be necessary to comply with the provisions in Section 7-1.04, "Public Safety," of the Standard Specifications.

### **Measurement and Payment**

Stationary-Mounted Construction Area Signs as shown on the plans, except those signs required for lane and road closures and unless otherwise specified, will be paid for on the lump sum basis. The contract price shall include full compensation for furnishing all labor, materials, tools, equipment, and incidentals,

and for doing all the work involved in furnishing construction area signs, erecting or placing, maintaining (including covering and uncovering as needed) and, when no longer required, removing construction area signs at the locations shown on the plans. Payment for stationary mounted construction area signs shall be paid for as "Construction Area Signs."

## **7.0 TEMPORARY TRAFFIC CONTROL**

### **General**

The Contractor shall provide temporary traffic control in accordance to the current California Manual on Uniform Traffic Control Devices (MUTCD). Contractor shall furnish, erect, maintain and remove all necessary temporary traffic control signs and devices, and shall provide all necessary labor during the length of this contract.

The applicable sections of Section 7-1.03 "Public Convenience", Section 7-1.04 "Public Safety", and Section 12, "Temporary Traffic Control", and Section 12-1.03 "Flagging Costs" regarding flagging costs are further revised to provide that all flaggers shall be provided by the Contractor at his expense. Flaggers shall be properly equipped and trained in accordance with "Instructions to Flaggers," published by the California Department of Transportation. Flaggers are expected to be required for the project.

The Contractor is responsible for developing and submitting to the City of Trinidad a Traffic Control Plan for review and approval prior to commencement of construction activity.

### **Materials**

Portable construction area signs shall comply Section 12-3.11B(1) and 12-3.11B(3) of the Standard Specifications.

### **Construction**

#### **Maintaining Traffic**

Public traffic shall be maintained on public roadways adjacent to the work, except during short temporary delays (5 minutes per hour maximum closure) when proper signage and flagmen are provided as necessary to complete the work. Any road closures shall be approved in advance by the Engineer.

Contractor shall expedite the passage of public and private traffic through and around the work except as specified above. The Contractor shall furnish and install signs, detours, lights, flares, barricades, and shall furnish flagmen and other facilities for the convenience and direction of public traffic.

The contractor is responsible for site security and safety throughout the project and shall maintain appropriate barricades and other features as needed to protect the work site and public safety.

All temporary signs and warning devices, including warning signs placed beyond the limit of work, shall be provided by the Contractor and shall become the Contractors property after completion of the contract.

During the contract period, the Contractor shall coordinate their activities daily with the City of Trinidad and make every effort to minimize the disruption of normal traffic and parking. Traffic Control Plan shall include temporary traffic control for pedestrian access around the work being performed. Alternative routes shall be provided for pedestrians when work affects existing facilities (e.g. sidewalks, curb ramps, etc.). Multiple curb ramps at single intersection shall not be demolished and/or removed unless an alternative route (detour) is provided.

The Contractor shall post temporary NO PARKING signs as described in the "GENERAL" section of these Special Provisions. Written notice shall be approved by the City prior to any posting. It shall be the responsibility of the Contractor to maintain signs and barricades overnight and on weekends and until the completion of the contract. It will be the responsibility of the Contractor to arrange for the towing and

removal of any vehicles which have not been removed by the owner and which interfere with any operations

At the end of any working day when work operations have obscured existing traffic striping, the striping shall be restored via reflective painting, markers or other interim materials subject to the approval of the City of Trinidad.

At the end of each day's work, and at other times when construction operations are suspended, all equipment and other obstructions shall be removed from that portion of roadway open for use by public traffic.

If any component in the traffic control system is displaced, or ceases to operate or function as specified, from any cause, during the progress of the work, the Contractor shall immediately repair said component to its original condition or replace said component and shall restore the component to its original location.

#### Public Convenience

Contractor shall conduct his operation as to offer the least possible obstruction and inconvenience to the public, and he shall have under construction no greater amount of work than he can prosecute properly with due respect to the rights of the public. The contractor shall notify all affected parties a minimum of two weeks prior to any road or driveway closures.

The Contractor shall provide pedestrian access to buildings at all times to the satisfaction of the City. The Contractor shall be prepared to remove closures and provide emergency vehicle access at all times. The Contractor will not be entitled to compensation for the delays of work resulting from a closure needing to be opened in order to provide emergency vehicle access.

Personal vehicles of the Contractor's employees shall not be parked on the traveled way or shoulders including sections closed to public traffic.

During approve lane closure using flaggers, all side streets within the closure area shall have flaggers to control traffic. The use of stationary signs to control traffic on side streets within the closure are shall not be permitted.

#### Detours

Under no circumstances shall traffic on any street be held up more than five minutes per hour at any one time. The contractor may coordinate with property and business owners to schedule work so that longer delays do not adversely affect residents or business owners to their satisfaction. In addition, Contractor shall give personal notice to all affected property owners as specified above under Public Convenience. Before closing any street to through traffic, Contractor shall obtain prior approval from the Engineer 7 calendar days in advance of closure. Contractor shall at all times provide access to public facilities such as schools, etc. and make provisions for passage of emergency vehicles. Pedestrian detours shall follow the requirements of accessible pedestrian routes per the California MUTCD.

#### **Measurement and Payment**

Measurement and payment for this item shall be on a lump sum basis. The contract price shall include full compensation for furnishing all labor (including flagging costs), materials, tools, equipment, and incidentals, and for doing all the work involved including but not limited to: notifications, placing, removing, storing, maintaining, moving to new locations, replacing, and disposing of the components of the traffic control system as shown on the plans, including portable construction area signs, as specified in the Standard Specifications and these Special Provisions, and as directed by the City's Representative. Payment for temporary traffic control shall be paid for as "Temporary Traffic Control." Partial Payments will be made therefore in accordance with the following:

<b>Percent of Original Contract Amount Earned</b>	<b>Allowable Percentage of Lump Sum Price for the Item</b>
<5%	5%
5%	10%
10%	25%
25%	50%
50%	75%
75%	90%
100%	100% (Contract Acceptance)

Stationary-mounted construction area signs are measured and paid separately under “Construction Area Signs.”

## **8.0 CONSTRUCTION STAKING**

### **General**

This work shall consist of furnishing and setting construction stakes and marks by the Contractor to establish the lines and grades required for the completion of the work as shown on the plans and as specified in the Standard Specifications and these Special Provisions.

### **Construction**

The layout and establishment of grades shall be made by the Contractor. Two-dimensional Computer Aided Design (CAD) files will be available and provided to the contractor upon request. The CAD files may be used to facilitate layout however, the Contractor is responsible for verifying dimensions and accuracy with the hard copy set of plans that have been released for construction.

Grades and elevations shall be as indicated on the plans. Elevations not specifically provided shall be established based on the existing conditions, with respect to the relative grades and dimensions identified in the typical sections, details and/or current code requirements. Supplemental grading information will be available and provided to the contractor upon request, and if deemed necessary by the Engineer.

Contractor shall be required to establish layout and grade stakes/hubs in the field at a sufficient interval (as determined by the Engineer) to allow for the City’s Representative to review Contractors layout. The layout and grades shall be reviewed by the City’s Representative prior to the placement of concrete.

Construction stakes and markings shall be removed from the site of the work when no longer needed.

### **Measurement and Payment**

Measurement and payment for this item shall be on a lump sum basis. The contract price shall include full compensation for furnishing all labor–materials, tools, equipment, and incidentals, and for doing all the work involved, as specified in the Standard Specifications and these Special Provisions, and as directed by the City’s Representative. Payment for construction staking shall be paid for as “Construction Staking.” Partial Payments will be made based on the percent complete estimated by the Engineer.

## **9.0 MATERIALS TESTING AND QUALITY CONTROL**

### **General**

The City may retain a consultant to perform independent materials testing. The Owner shall bear the initial cost of testing to be performed by independent testing consultants retained by the City. However, Contractor shall be responsible for the costs of any subsequent tests which are required to substantiate compliance with the Contract Documents, and any associated remediation costs. Prior to any removal, reconstruction or rework of any work item already incorporated into the project, the Contractor shall first

obtain the approval of the City to the Contractor's proposed methods for removal, reconstruction, or rework.

All materials, equipment, and workmanship used in the Work shall be subject to inspection by Owner's Inspector at all times and locations during construction and/or fabrication. All manufacturers' application or installation instructions shall be provided to the Inspector at least ten (10) calendar days prior to the first such application. Contractor shall, at all times, make the Work available for inspection. Any Work that fails to comply with the requirements of the Contract Documents shall be promptly repaired, replaced, or corrected by Contractor, at Contractor's sole expense. In addition, if any portion of the Work is improperly covered or concealed by Contractor prior to inspection, Contractor shall bear the cost of making that portion of the Work available for inspection, and any associated repair or remediation costs.

Contractor shall be solely responsible for any delay occasioned by remediation of noncompliant Work.

The Contractor shall be responsible for controlling the quality of the materials incorporated into the work and of the work performed, and shall cooperate with the Owner for sampling and testing requested by the City.

### **Measurement and Payment**

Full compensation for complying with the above provisions shall be considered as included in the contract price for the various bid items and no separate payment will be made.

When initial tests indicate non-compliance with the Contract Documents, all subsequent retesting occasioned by the non-compliance shall be performed by the same testing laboratory and the cost thereof shall be deducted from amounts owed to the Contractor.

## **10.0 WATER POLLUTION CONTROL & FINAL STABILIZATION**

### **General**

Attention is directed to Section 13 "Water Pollution Control" and Section 21 "Erosion Control" of the Standard Specifications and the following Special Provisions. The Contractor shall implement best management practices (BMPs) to protect waters from pollution with sediments, fuels, oils, and other harmful materials.

This work includes but is not limited to furnishing, constructing, and maintaining permanent and temporary erosion and sediment control measures in accordance with the plans, specifications, required by permits or as ordered by the Owner during the life of the contract. This work is necessary to control water pollution, soil erosion and siltation through the use of fiber rolls, silt fences, inlet protection, and other approved water pollution control devices or methods.

All maintenance and fueling required for heavy equipment and other vehicles shall be performed 100-feet away from a storm drainage inlet or drainage swale in a confined area such that there is no possibility of contaminants being discharged to the swale. Hazardous materials (fuels, lubricants, solvents, etc.) will not be stored within 100-feet of a drainage or water body. Any failure of equipment that results in water pollution is the responsibility of the Contractor. All fuel, oils, and other harmful materials will be cleaned up to the satisfaction of the Owner and at no additional cost to the Owner.

### **Materials**

Sufficient erosion control supplies shall be available on-site at all times to deal with areas susceptible to erosion during rain events.

Seeds shall be of 76% Pure Live Seed (PLS) or better. Seed shall be in conformance with the California State Seed Law of the Department of Agriculture. Seed shall be of a quality that weed seed shall not exceed 0.5 percent of the aggregate PLS. Seed with a germination rate lower than the minimum rate

shown may be used if authorized. Seed mix shall be approved by the Owner prior to application and shall be a mix similar to the surrounding area.

### **Construction**

The Contractor shall become fully informed of, and comply with the applicable provisions of Federal, State and local regulations that govern the Contractor's operations and storm water discharges from both the project site and areas of disturbance outside the project limits during construction.

At a minimum, the Contractor shall employ the following best management practices (bmps) as described in the current California Stormwater BMP handbook for construction ([www.casqa.org](http://www.casqa.org)):

- EC-1 Scheduling
- EC-2 Preservation of Existing Vegetation
- EC-4 Hydroseeding
- SE-7 Street Sweeping and Vacuuming
- SE-10 Storm Drain Inlet Protection
- WE-1 Wind Erosion Control
- NS-3 Paving and Grinding Operations
- NS-9 Vehicle Equipment and Fueling
- NS-10 Vehicle & Equipment Maintenance
- WM-1 Materials Delivery and Storage
- WM-2 Material Use
- WM-3 Stockpile Management
- WM-4 Spill Prevention and Control
- WM-5 Solid Waste Management
- WM-8 Concrete Waste Management
- WM-9 Sanitary/Septic Waste Management

All erosion and sediment control measures shall be maintained in accordance to their respective CASQA BMP fact sheet until disturbed areas are permanently stabilized. The BMP's identified above are a minimum best management practice anticipated for the project and may not cover all the situations that arise during construction due to unanticipated field conditions.

The Contractor shall inspect the site daily, identify deficiencies and provide additional erosion control measures as required to ensure that no sediment laden water exits the site, enters the existing stormwater system or enters sensitive areas. Adjustments may be made to the BMPs in the field, subject to approval of or at the direction of the City's representative. It will be the responsibility of the Contractor to fix any deficiencies indicated by the City or the City's representative to prevent erosion and control sediment.

The erosion and sediment control measures identified in this section are appropriate to minimize erosion and prevent sediment discharge in the event of summer rainstorms (April 15<sup>th</sup> through October 15<sup>th</sup>) in the event there is a delay in the construction schedule, BMPs and/or final stabilization measures (including seed mix and method of application) may need to be adjusted.

Minimize disturbance of existing vegetation unless necessary to complete the work. Make adequate preparations, including training & equipment, to contain spills of oil and other hazardous materials.

Provide covered waste receptacles for common solid wastes at convenient locations on the job site and provide regular collection of wastes. Provide sanitary facilities of sufficient number and size to accommodate construction crews and ensure adequate anchorage of such facilities to prevent them from being tipped by the weather or vandalism. Provide covered and secured storage areas for potentially toxic material. All hazardous material containers should be placed in secondary containment.

Vehicle and equipment maintenance shall be performed off-site whenever practical. Activities such as vehicle washing are to be carried out at an off-site facility wherein the water is discharged into a sanitary

sewer. All sediment deposited on paved surfaces shall be swept at the end of each working day, as necessary or as directed by the City's representative.

Ensure that the construction site is prepared prior to the onset of any storm. Ensure appropriate BMPs are installed, and stockpiles covered and located at least 50 feet away from drainage channels and stormwater systems.

Prior to final acceptance, all disturbed areas and exposed soil shall be permanently stabilized using hydroseed and temporary sediment control measures shall be removed as directed. Apply hydroseed with hydraulic spray equipment that mixes fiber, tackifier, fertilizer, and seed materials at the following rates:

- Seed at 60 lb/ac
- Fiber at 2,000 lb/ac
- Tackifier at the manufacturer's instructed rate for the slope, soil, and wind conditions

Hydroseed shall be applied to form a uniform and continuous blanket over all disturbed areas, subject to the satisfaction of the City. After the final application, protect treated areas from damage from pedestrians, vehicles and equipment.

Unless arrangements for disturbance of areas outside the project limits are made by the City and made part of the contract, it is expressly agreed that the City assumes no responsibility to the Contractor or property owner whatsoever with respect to any arrangements made between the Contractor and property owner to allow disturbance of areas outside the project limits.

The Contractor shall be responsible for the costs and for any liability imposed by law as a result of the Contractor's failure to comply with the requirements set forth in this section "Water Pollution Control" including, but not limited to, compliance with Federal, State and local regulations. For the purposes of this paragraph, costs and liabilities include but are not limited to fines, penalties and damages whether assessed against the City or the Contractor, including those levied under the Federal Clean Water Act and the State Porter-Cologne Water Quality Act.

If measures being taken by the Contractor are inadequate to control water pollution effectively, the Owner's Representative may direct the Contractor to revise the operations and the water pollution control measures. No further work shall be performed until the water pollution control measures are adequate as determined by the Owner's Representative.

### **Measurement and Payment**

The contract lump sum price paid for Water Pollution Control and Final Stabilization includes full compensation for furnishing all labor, materials, tools, equipment, and incidentals and for doing all the work necessary, including implementing, monitoring, maintaining, and correcting water pollution control practices, final stabilization (hydroseeding) and doing all other work as shown on the plans, as specified in the Standard Specifications and these Special Provisions, and as directed by the City. Payment for water pollution control shall be paid for as "Water Pollution Control and Final Stabilization." Partial Payments will be made in accordance with the following:

<b>Percent of Original Contract Amount Earned</b>	<b>Allowable Percentage of Lump Sum Price for the Item</b>
5%	5%
10%	10%
25%	25%
50%	50%
75%	75%
100%	100% (Contract Acceptance)

## **11.0 DUST CONTROL**

### **General**

Dust control shall conform to the provisions in Section 14-11.04, "Dust Control," of the Standard Specifications and these Special Provisions.

### **Construction**

The following on-site mitigation measures shall be implemented for the duration of clearing and grubbing, demolition, excavation, concrete and paving activities to control dust:

1. Trucks hauling dirt or other loose materials that exceed the top of the sides of the bed shall be covered.
2. A water truck shall be available as needed to prevent a dust nuisance or as directed by the City's Representative.

This list is not inclusive and Contractor is responsible and liable for controlling dust at all times from all activities in the project area.

### **Measurement and Payment**

Full compensation for conforming to the provisions in this section, not otherwise provided for, shall be considered as included in prices paid for the various contract items of work involved and no additional compensation will be allowed therefor.

## **12.0 CLEARING AND GRUBBING**

### **General**

Clearing and grubbing shall conform to the provisions in Section 17-2, "Clearing and Grubbing," of the Standard Specifications. Site clearing, grubbing, and stripping should be conducted during dry-weather conditions only, unless approved in advance by the City.

### **Construction**

Clearing and grubbing shall include, but not be limited to, the removal from the areas of work all weeds, debris, concrete/asphalt rubble, vegetation including roots as necessary to accommodate construction operations, or as directed by the City's Representative. In addition, minor clearing of trash and debris may be necessary for within the limits of work.

Vegetation and organic material should be cleared and stripped of the upper 4-inches containing organic matter. Actual stripping depth may be determined by the City's Representative in the field at the time of stripping. The strippings shall be removed from the site and disposed of by the Contractor.

### **Measurement and Payment**

The lump sum price paid for Clearing and Grubbing shall include full compensation for furnishing all labor, materials, tools, equipment and incidentals necessary to perform the work as stated herein and shown on the plans including but not limited to removal and disposal of trash, concrete rubble, vegetation, trees, sod, roots, weeds and other debris, pruning of existing vegetation as specified herein and as directed by the City's Representative. Payment for clearing and grubbing shall be paid for as "Clearing and Grubbing."

## **13.0 DEMOLITION AND REMOVAL**

### **General**

The work performed in connection with various existing facilities shall conform to the provisions in Section 15, "Existing Facilities," of the Standard Specifications and these Special Provisions. Work also includes resetting existing sprinkler heads as shown on the plans.

## **Construction**

All ditches, swales, gutters, etc. should be considered active storm conveyances unless otherwise indicated.

Sawcut or grind the existing hot mix asphalt (HMA) pavement where old HMA pavement is to tie into the new HMA pavement.

Prior to removing concrete and hot mix asphalt surfacing, all utility covers shall be marked and identified to avoid causing damage to the lid or frame. Contractor will be responsible for maintaining any temporary HMA fill material over these facilities until the final paving surface is installed.

Existing concrete structures, drainage inlets, pipe culverts, waterlines, signs, posts, striping, markings, pavement markers, and other miscellaneous items where specified on the plans shall be removed and disposed or salvaged, in accordance with the provisions of Section 15 of the Standard Specifications.

The material planed or removed from the roadway surface, including material deposited in existing gutters or on the adjacent traveled way, shall be disposed of in accordance with the Standard Specifications and applicable regulations at the Contractors' expense. Before disposing material on non-City property, the Contractor shall obtain any required legal permissions from property owner.

The Contractor shall restore at their expense all landscaping including sod, irrigation lines, miscellaneous concrete and/or other item of work to preconstruction status, in like kind or better, damaged by their operations.

## **Measurement and Payment**

Measurement and payment for demolition of existing facilities shall include furnishing all labor, materials, tools, equipment and incidentals for doing all the work involved in removing, disposing and salvaging concrete structures, drainage inlets, pipe culverts, bollards, utilities, signs, posts, striping, markings, pavement markers, resetting sprinkler heads, and other miscellaneous items where specified on the plans including necessary sawcut, as shown on the plans, as specified herein and in the Standard Specifications and as directed by the City's Representative. Payment for various demolition and removal items will be measured and paid on a lump sum basis as "Miscellaneous Demolition and Removal."

## **14.0 EARTHWORK**

### **General**

Earthwork shall conform to the provisions in Section 19-2 "Roadway Excavation" and Section 19-6 "Embankment Construction" of Section 19 "Earthwork," of the Standard Specifications and these special provisions. Earthwork activities should be conducted during dry-weather conditions only.

### **Materials**

Embankment material shall be from jobsite excavations or import borrow. Imported borrow, if needed, shall comply with Section 19-7 "Borrow Material" of the Standard Specifications.

Imported topsoil (sidewalk backfill) shall consist of fertile, friable soil of loamy character that contains organic matter in amounts natural to the region and be capable of sustaining healthy plant life. Imported topsoil must be free from deleterious substances such as litter, refuse, toxic waste, stones larger than ½ inch in size, coarse sand, heavy or stiff clay, brush, sticks, grasses, roots, weeds, and other substances detrimental to plant, animal, and human health.

### **Construction**

Earthwork consist of all excavation (cut) and embankment (fill) necessary for the grading and construction of curbs, gutters, sidewalks, driveways, curb ramps roads, trails, staging area connections, slope

rounding, benching, planters, rain gardens, and ditches regardless of the nature or characteristics of material encountered during construction. Work also includes the removal of existing sub-base and base as well as subgrade preparation.

The upper 6 inches of subgrade shall be scarified, moisture conditioned, and recompact to a minimum of 95 percent relative compaction beneath HMA and concrete surfaces (curbs, sidewalks and driveways). All other areas shall meet a minimum of 90 percent relative compaction.

In addition to required testing, the City's Representative may require the Contractor to demonstrate compliance with subgrade requirements by proof rolling (in addition to compaction testing), which shall be conducted with a fully loaded 10 yard dump truck with a minimum rear axle load of 8 tons or equivalent. The subgrade surface should provide a firm and unyielding surface under the load of the dump truck. Unsuitable soils identified during proof rolling shall be removed and replaced in accordance with this section.

Embankment (fill) construction includes:

1. Preparing areas to receive embankment material
2. Placing and compacting embankment material including:
  - a. Suitable material within roadway areas where unsuitable material has been removed
  - b. Material in holes, pits, and other depressions within the roadway and trail areas

All embankment fill material shall be compacted to a minimum of 90 percent except for the upper 6" beneath a concrete or HMA surface. This material shall be compacted to a minimum of 95 percent. Fill should be placed in loose lifts (less than approximately 8-inches-thick) on a prepared subgrade.

Unrestrained cutslopes should be sloped at 2:1 (Horizontal:Vertical) or flatter.

Before disposing of any excess material, the Contractor shall obtain any required legal permissions from property owner.

Curbs (excluding warning curbs), sidewalks, driveways and curb ramps shall be backfilled to within 2 inches of finished walking surface grade. The top 3 inches of backfill material shall be loosely compacted import topsoil. Topsoil shall be hydroseeded per these Special Provisions.

During wet weather periods, sequence construction in a manner to minimize impact on open earthwork and compaction operations.

### **Measurement and Payment**

Full compensation for complying with the above provisions shall be considered as included in the contract price for the various bid items which include earthwork and no separate payment will be made. The full compensation fee for the various other bid items will include all of the fees and costs associated with the furnishing of all labor, materials (including import borrow and import topsoil), tools, equipment, transportation, and incidentals; and for performing placement, compaction, and all of the work involved as detailed in the Standard Specifications, these Special Provisions, and the plans.

## **15.0 ADJUST WATER METER BOX AND UTILITY VALVE COVER TO GRADE**

### **General**

This work shall consist of raising or adjusting existing water meter boxes and utility valve covers to the finished grade of the resurfaced asphalt pavement or new concrete and shall conform to the provisions in Section 15 "Existing Facilities" of the Standard Specifications, these Special Provisions, the plans, and as directed by the City's Representative.

**Materials**

Contractor shall provide new water meter and utility boxes for all covers to be adjusted. Salvage existing valve covers to the City if requested.

New materials shall be in accordance with local standards:

1. Water Meter Box (with CI Reader):
  - a. In sidewalk areas – Size B16
  - b. In driveway areas – Size B1017 with steel checker plate lid
2. Sewer Cleanout: G-05, marked “Sewer”
3. Water Valve: G-05, marked “Water”

Concrete used to adjust utility covers to grade shall conform to Minor Concrete, of these Special Provisions.

**Construction**

Unless specifically allowed by the City’s Representative, grade rings shall not be used to adjust utility covers.

The Contractor shall properly locate and mark all existing facilities to be raised in advance of paving operation. The Contractor shall adjust all boxes in advance of concrete operations.

The surface of the adjusted facilities shall be true to the new pavement or concrete surface to within one-eighth (1/8”) inch deviation. This tolerance shall apply in a single direction only, either up or down. In addition, the adjusted facility shall not vary to the high tolerance on one side and the low tolerance on the other (i.e., the total aggregate tolerance on both sides shall be limited to the 1/8”-inch variation). This variation shall apply to the adjacent patch paving around the facility as well such that neither the paving nor facility vary by more than the stated tolerances.

**Measurement and Payment**

Measurement for utility covers to grade shall be on a unit basis for each unit adjusted. The above contract unit cost shall be considered full compensation for furnishing all labor, materials, tools, equipment, transportation, and incidentals; and for performing all of the work involved as detailed in the Standard Specifications, these Special Provisions, and the plans and typical sections. Payment for adjusting utility covers to grade shall be paid for as “Adjust Utility Cover to Grade (SSCO, WM & WV)”

**16.0 STORM DRAIN PIPE AND STRUCTURES****General**

This work shall consist of furnishing and installing new storm drain pipe, and catch basins and inlets where called for in the plans and these Special Provisions.

**Materials**

Prior to ordering storm drainage inlets, catch basins or pipes, Contractor shall pothole to verify depth and location of existing underground utilities which may affect the depth and location of new storm drainage facilities.

HDPE storm drain pipe shall be corrugated HDPE pipe, dual wall, smooth interior wall with annular exterior corrugations and shall conform to the provisions of Section 64, Plastic Pipe of the Standard Specifications. Pipe shall be joined using a bell & spigot joint meeting ASTM F2648. The joint shall be soil-tight and gaskets, when applicable, shall meet the requirements of ASTM F477. Gaskets shall be installed by the pipe manufacturer and covered with a removable wrap to ensure the gasket is free from debris. A joint lubricant supplied by the manufacturer shall be used on the gasket and bell during assembly.

Storm Catch Basins and Inlets shall be precast concrete, with minimum 4-inch thick walls, and 6-inch thick bottom or as specified on the plans. Storm Drain Inlets shall conform to the provisions of Section 70 "Miscellaneous Drainage Facilities" and these Special Provisions. Flat grates for Storm Drain Inlets, unless notes otherwise on the plans, shall be galvanized steel, ADA compliant, Bicycle proof, with H-20 loading.

Sidewalk underdrain material shall be per plans.

### **Construction**

Excavation and embankment operations shall comply with the requirements of Section 19, "Earthwork", of the Standard Specifications. During any excavation and backfilling operations, the Contractor is specifically directed to "Preservation of Property" of these Special Provisions. The Contractor shall protect any items, facilities, or improvements, as necessary, in order to avoid causing damage.

Place bedding material at trench bottom, level materials in continuous layer. No pipe shall be laid until the trench subgrade and bedding have been inspected and approved. Laying of lines shall begin at the lowest point in the direction of flow. All piping, fittings, and accessories shall be assembled per manufacturer's recommendations. Pipe deflections shall be kept to a minimum, any deflection in piping shall be per manufacturer's requirements. Before lowering pipe into the trench, the pipe shall be inspected. Cracked, chipped, broken, or otherwise defective pipe will be rejected and removed from the job site. Where sewer lines are being crossed, pipelines of 20 foot lengths shall be used with the length centered to provide 10 feet of distance from the sewer line to the nearest joint.

Catch basins and other structures shall be placed as shown on the plans. Catch basin units shall be installed on a minimum 6" pad of level class II aggregate base. Wall sides to be plumb. Establish elevations and pipe inverts for inlets and outlets as indicated on plans. All penetrations and joints shall be grouted smooth. The catch basin rim elevations shall be installed within the tolerance of +0.05' and -0.10' from the rim elevations shown on the plans. The finish grade around the catch basin inlet must slope to drain storm water into the catch basin, refer to the grading plan. No depressions resulting in the ponding of water will be permitted adjacent to the catch basin grate.

Protect catch basins, pipe, and aggregate cover from damage or displacement until backfilling operation is in progress. Take care not to damage or displace installed pipe and joints during construction of pipe supports, backfilling, testing, and other operations. Repair or replace pipe that is damaged or displaced from construction operations.

Connect new pipe to existing storm drain catch basins, manhole or other structures at the locations shown on the plans. Remove only enough material from the existing structure as necessary to accommodate the new pipe. Grout gap around pipe penetration to form a smooth and watertight seal.

Modify existing structures as called for on the plans.

### **Measurement and Payment**

Measurement and payment for storm drain catch basins, and modifications to existing storm drain catch basins and junction boxes shall be paid on a unit cost basis as identified in the Bid Schedule and specified below:

- New storm drain pipe required for the completed installation of each new storm drain catch basin will be measured and paid for on a unit basis for the lineal foot of installed, complete and in place storm drain pipe. Payment for new storm piping shall be paid for as "18-Inch HDPE Storm Drain Pipe."
- Storm catch basins will be measured and paid on a unit basis for each assembly installed, complete and in place. Payment for new storm drain catch basins shall be paid for as "Storm Drain Catch Basin, Type G0."

The above contract unit cost shall be considered full compensation for laying out the storm drain catch basins, and modifying existing storm drain inlets and junction boxes, measuring and evaluating existing or new pipes to determine the final dimensions and alignment, excavation, subgrade preparation, bedding, backfill, aggregate base, compaction, concrete, connection of piping, frames and grates, and site cleanup. This item covers all labor, materials, tools, equipment, transportation, and incidentals; and other expenses to provide a finished product and all of the work involved as detailed in the Standard Specifications, these Special Provisions, and the plans.

## **17.0    AGGREGATE BASE**

### **General**

This work shall consist of furnishing, grading, and compacting aggregate base for new structural pavement section on the prepared surface or sub-grade to the lines, grades, and thickness where called for in the plans and these Special Provisions.

### **Materials**

Class 2 Aggregate base shall conform to Subsection 26-1.02A and 26-102B of the Standard Specifications. The grading shall be as indicated on the plans, or as directed by the City's Representative.

### **Construction**

Grading shall comply with the requirements of Section 19, "Earthwork", of the Standard Specifications, and these Special Provisions. During any grading operations, the Contractor is specifically directed to Subsection 5-1.36, "Property and Facility Preservation". The Contractor shall protect any items, facilities, or improvements, as necessary, in order to avoid causing damage.

### **Measurement and Payment**

Full compensation for complying with the above provisions shall be considered as included in the contract price for the various bid items which include aggregate base placement and no separate payment will be made. The full compensation fee for the various other bid items will include all of the fees associated with the furnishing of all labor, materials, tools, equipment, transportation, and incidentals; and for performing placement, compaction, and all of the work involved as detailed in the Standard Specifications, these Special Provisions, and the plans.

## **18.0    MINOR CONCRETE**

### **General**

Minor Concrete shall conform to the provisions of Section 51-7 "Minor Structures", Section 90-2 "Minor Concrete", Section 73 "Concrete Curbs and Sidewalks", Section 52 "Reinforcement", all of the Standard Specifications, and applicable portions of these Special Provisions.

Concrete curbs, gutters, curb ramps, sidewalks, mountable median, driveways, and driveway conforms shall conform to Section 73 "Concrete Curbs and Sidewalks" of the Caltrans Standard Specifications.

### **Materials**

Concrete shall be minor concrete conform to the provisions of Section 90-2 of the Standard Specifications and these Special Provisions.

Admixtures shall comply with the provisions of Section 90-1.02E of the Standard Specifications.

Reinforcement steel shall conform to the provisions in Section 52, "Reinforcement," of the Standard Specifications and these Special Provisions.

Class 2 aggregate base shall conform to Section 26-1.02B of the Standards Specifications.

Drilling and bonding of reinforcement into existing concrete shall conform to the provisions in Section 51-1.03E(3), "Drill and Bond Dowels" of the Standard Specifications and these Special Provisions.

Storm drain extensions through sidewalks shall be PVC.

### **Construction**

The Contractor shall protect existing facilities from damage, and discoloration from concrete splash. Adjacent concrete facilities shall be covered during concrete placement to prevent concrete splash and excess concrete from staining the adjacent concrete. After initial placement, strikeoff and finishing, the protection shall be removed and the adjacent concrete cleaned.

After the subgrade is prepared, moisture conditioned, and compacted to the relative compaction shown in the plans, the Contractor shall continuously maintain the subgrade in a uniform condition at the moisture content obtained during subgrade compaction until the concrete is placed.

When new concrete pavement (concrete curbs, gutters, sidewalks, curb ramps, driveways and other concrete pavement) adjoins existing pavement, drill and dowel rebar as shown on the plans, but not less than #4's at 24-inches on-center.

The maximum variation from design elevation shall not exceed +/- 0.02 feet. In some instances, particularly in critical drainage areas, tolerances may be reduced to zero.

Concrete facilities shall be installed to maintain or provide positive drainage. The ponding of water in excess of 1/8" will not be allowed. Concrete placed that results in the ponding of water in excess of 1/8" shall be removed and replaced at Contractors expense. At City's request, Contractor shall provide and apply sufficient water to concrete pavement to determine whether pavement provides adequate surface drainage.

Adding water to the surface of the concrete to assist in finishing operations shall not be permitted.

Before final finishing is completed and before the concrete has taken its initial set, the edges shall be carefully finished with the radius shown on the plans or a radius to match the existing construction. Apply medium broom finish transverse to centerline or direction of travel. Final surface shall be slip resistant.

Concrete shall be thoroughly consolidated against and along the faces of all forms and adjacent concrete. After the forms are removed, excess concrete below the form surface shall be removed to be flush with the form face.

The Contractor shall always have materials available to protect the surface of the fresh concrete against rain. These materials shall consist of burlap, curing paper, or plastic sheeting. If plastic sheeting is used, it shall not be allowed to contact finished concrete surfaces.

Concrete shall be cured by protecting it against loss of moisture, rapid temperature change, and mechanical injury. The concrete shall be allowed to cure for 72 hours prior to placing adjacent HMA.

After the concrete is placed, cured, and the forms have been removed, the Contractor shall clean the site of all concrete and forming debris. Any gaps remaining between the new curbs, gutters, driveways, etc., shall be filled with full depth HMA. The total thickness of the restored pavement shall match that of the existing pavement.

Concrete smoothness test may be required at City's sole discretion. Test and correct both high and low points as determined by a straightedge. A 12-foot straightedge shall be used to determine deficiencies parallel to the direction of travel and shall not exceed 3/8 of an inch. A 4-foot straightedge shall be used to determine deficiencies perpendicular to the direction of travel and shall not exceed 1/4 of an inch. The

smoothness test results shall be independent of any grade requirements. Acceptance of smoothness test does not necessarily guarantee final acceptance.

The City may also test slope conformance with the plans and CBC. Finished slopes will be tested with a 2-foot long digital level. Any work found to not be in conformance with the plans or CBC, shall be replaced at Contractor's expense.

The Contractor shall also protect the concrete against damage from traffic and vandalism. If the concrete is damaged or vandalized, the Contractor shall make the necessary repairs at its own expense. The repair procedure for damaged or vandalized concrete shall be approved in advance by the City's Representative. Grinding the surface of vandalized concrete will not be considered an approved method of repair.

Curbs (excluding warning curbs), sidewalks, driveways and curb ramps shall be backfilled to within 2 inches of finished walking surface grade. The top 3 inches of backfill material shall be loosely compacted import topsoil. Topsoil shall be hydroseeded per these Special Provisions.

### **Measurement and Payment**

Measurement and payment for minor concrete shall be paid on a unit cost basis as identified in the Bid Schedule and specified below:

- Median curbs, vertical curbs, sidewalk retaining curbs (excluding curb ramp retaining curbs), and curb and gutter will be measured and paid on a lineal foot basis measured along the top or flowline of curb. Drop curbs and gutter pans adjacent to curb ramps and driveways will be measured and paid as curbs/gutters. Payment shall include incidental items associated with curbs including but, not limited to curb cuts, sawcutting and 12" wide HMA edge patch.
- Sidewalks (including thickened edges), blended transitions (including thickened edges), valley gutters, concrete islands, curb ramps (including retaining curbs), driveways and concrete driveway conforms will be measured and paid on the square foot basis.

All work shall be performed as shown on the plans and described here. The price paid shall be considered full compensation for furnishing all labor, materials and equipment necessary to complete the work, including but not limited to: layout of forms, earthwork, aggregate base grading and compaction, extending PVC storm drains through sidewalk/curb, concrete and concrete placement and finishing, curing of concrete, striping of forms, site and area cleanup, disposal of waste material and waste concrete, and all other work necessary for completion of minor concrete work. No additional compensation will be allowed therefor.

## **19.0 DETECTABLE WARNING SURFACES**

### **General**

Detectable warning surface shall conform to section 73-1.02B of the Standard Specifications, applicable portions of these Special Provisions, and the requirements established by the Department of General Services, Division of State Architect.

### **Material**

Detectable warning surfaces shall be by Armor-Tile, ADA Solutions, Armorcast Products, or approved equal. The manufacturer shall provide a written 5-year warranty for prefabricated detectable warning surfaces, guaranteeing replacement when there is defect in the dome shape, color fastness, sound-on-cane acoustic quality, resilience, or attachment. Any detectable warning surface equivalent specification will be submitted in writing for approval to the City's Representative.

Detectable warning surfaces shall be surface applied when wholly or partially installed on existing concrete surfaces or when allowed by the Engineer.

Detectable warning surfaces shall be cast-in-place when installed wholly on new facilities which are constructed as part of the project.

The color of detectable warning surfaces shall be Federal Yellow.

Detectable warning mats shall be used at the full width, to the maximum extent possible using the largest standard size available for each specific location. The contractor shall limit the number of cuts or splices necessary and shall only splice mats as needed to conform to the shape of the curb ramp or crossing. If a mat must be cut and joined, the splice shall be flush, gap-free and shall maintain the dome spacing as specified on the plans.

### **Construction**

Install detectable warning surface in accordance with the manufacturer's written recommendations. Detectable warning surfaces shall be installed at a 1.5% maximum slope, and shall be installed to maintain or provide positive drainage. The ponding of water in excess of 1/8" will not be allowed. Detectable warning surfaces placed that results in the ponding of water in excess of 1/8" shall be removed and replaced at Contractors expense. At City's request, Contractor shall provide and apply sufficient water to concrete pavement to determine whether installed mat provides adequate surface drainage.

### **Measurement and Payment**

Measurement of Detectable Warning Surface will be measured on a square foot basis. The contract price paid per square foot for detectable warning surface shall include full compensation for furnishing all labor, materials, tools, equipment, and incidentals, and for doing all of the work involved installing detectable warning surfaces new concrete, complete and in place, as shown on the plans, in accordance with the manufacturer's recommendations, and as directed by the City's Representative. Payment for detectable warning surfaces shall be paid for as "Detectable Warning Surface (cast-in-place)" or "Detectable Warning Surface (surface applied)" and quantities shall be final pay quantities stated in the Bid Schedule. No additional allowance will be made unless the dimensions as shown on the plans are changed by the City's Representative.

## **20.0 HOT MIX ASPHALT**

### **General**

This work includes producing and placing Hot Mix Asphalt (HMA) using the MINOR process, in accordance with Section 39 of the Standard Specifications, these Special Provisions, and the plans. Work to be performed under this Section covers all labor, materials, tools, equipment, transportation and incidentals necessary to construct HMA pavements. This shall include HMA patches and transitions behind and adjacent to new concrete, as shown on the plans and these specifications.

### **Material**

All HMA materials shall be as specified in Section 39, "Hot Mix Asphalt", of the State Standard Specifications; these Special Provisions; and the plans and typical sections.

1/2 inch, Type A HMA mix (Caltrans approved) shall be used and shall not include crumb rubber unless modified by the City's Representative. Provide Caltrans approved mix design for review by City.

The asphalt binder grade shall be PG 64-16 conforming to Section 92, "Asphalts", of the State Standard Specifications.

Tack coat shall be emulsified asphalt Grade RS-1, SS-1, or SS-1h and shall conform to Section 94, "Asphaltic Emulsions", of the State Standard Specifications.

Each delivery ticket shall include information on the material type, binder type, oil content, and the mix design number. Material delivered to the project without such annotations shall be subject to rejection.

Class 2 aggregate base shall be in accordance to the Caltrans Standard Specification.

### **Construction**

A minimum 2 days prior to paving operations, the paving foreman shall attend a meeting with the Owner's construction management team to review Contractors planned paving operations, including traffic control.

Prior to paving, Contractor shall mark all existing utility boxes using an approved marker. Spread and compact HMA in accordance with Section 39 of the Standard Specifications and these Special Provisions, to the thickness specified on the plans.

HMA pavement shall be installed to maintain or provide positive drainage. The ponding of water in excess of 1/8" will not be allowed. HMA pavement placed that results in the ponding of water in excess of 1/8" shall be removed and replaced at Contractors expense. At City's request, Contractor shall provide and apply sufficient water to pavement to determine whether pavement provides adequate surface drainage.

Provide tack coat to all vertical surfaces (curbs, gutters, construction joints existing pavements, etc.) against which new HMA paving is placed. Failure to provide tack coat as required may result in a reduction of payment made for HMA.

Taper the new HMA surfacing to match the existing pavement section at tie-in points and to provide for a smooth transition as directed by the City's Representative.

Smoothness may be tested by the City using a 12-foot straightedge, and shall conform to Section 39 of the Standard Specifications and these special provisions.

### **Measurement and Payment**

HMA will be measured and paid on lump sum basis. HMA will be paid for at the contract price for HMA furnished and placed per the lines and grades shown on the plans, and shall include full compensation for furnishing all labor, materials, tools, equipment, and incidentals, and for doing all the work involved in constructing HMA pavement, complete in place, and placement of temporary raised pavement markers, as shown on the plans and as specified in the State Standard Specifications and these Special Provisions, and as directed by the City's Representative and no additional compensation will be allowed therefor. Payment for HMA shall be paid for as "Hot Mix Asphalt, Patch Paving."

No payment will be made for the correction of deficiencies in construction. No payment will be made for over-run quantities unless pre-approved by City's Representative. The collection and signing of weight tickets shall not either constitute or construe acceptance or approval of over-run quantities.

## **21.0 ASPHALT SEAL COAT**

### **General**

No asphalt seal coat is anticipated for this project. If added to the project, this work shall consist of furnishing and placing a seal coat on the exiting parking lot in accordance with Section 37-5, "Parking Area Seals", of the Standard Specifications and these Special Provisions.

### **Materials**

The asphalt seal coat shall be a water dispersed, polymer modified, slate and mineral filled, black, emulsion asphalt coating. The seal coat materials, as manufactured, undiluted, shall conform to the following requirements:

Test Description	Value	Test Method
Cone Penetration	340 - 700	ASTM D-217
Water Absorption	< 1%	ASTM D-570
Weight per Gallon	> 10 lbs/gallon	ASTM D-1475
Percent Solids	>50%	
Biocide Content	None	
Wet Track Abrasion	< 35 grams/sf	ASTM D-3910
VOC	< 10 grams/liter	BAAQMD Vol 3 Lab 22

Asphalt seal coat shall contain a minimum 3% latex additive. Latex additive may be manufacturer applied at plant or field mixed by installer (or a combination of both).

Crackfiller shall be a hot applied product designed for use in asphaltic concrete made from petroleum asphalt, modified polymers, and suitable inert fillers. Crackfiller shall comply with ASTM D-5078 or D-6690. The properties of the crackfiller shall be such as to be compatible with the asphalt seal coat.

Oil spot seal shall be a quick drying latex emulsion with suitable admixtures manufactured specifically for the purpose of isolating the asphalt seal coat from any residual oils, petroleum grease, and gasoline stained pavement. The properties of the oil spot seal shall be such as to be compatible with the asphalt seal coat.

Latex additive shall be an acrylic polymer manufactured specifically for the purpose of resisting ultraviolet radiation, oils, fats, lubricants, and hydrocarbon solvents. The properties of the latex additive shall be such as to be compatible with the asphalt seal coat.

The seal coat materials, as manufactured, undiluted, except as noted, may be tested at the Universities discretion for conformance to the following requirements:

Test Description	Value	Test Method
Cone Penetration	340 - 700	ASTM D-217
Water Absorption	< 1%	ASTM D-570
Weight per Gallon	> 10 lbs/gallon	ASTM D-1475
Wet Track Abrasion	< 35 grams/sf	ASTM D-3910
VOC	< 10 grams/liter	BAAQMD Vol 3 Lab 22

## Construction

### Surface Preparation

Surface preparation and placement for sealcoat shall be per Section 37-5.03B of the Standard Specifications, as approved by the Owner's Representative, and per these Special Provisions.

The surface to receive asphalt seal coat must be free of all foreign material and dry immediately prior to seal coat application. Cleaning may be by air blowing, vacuum, mechanical sweeper, mechanical vacuum-washing sweeper, or other techniques as approved by the City's representative in advance of application. The surface shall not have any standing water prior to application of the seal coat. Salt,

deicing agents, fertilizers, hard water deposits and other such chemicals will promote lack of bonding of the seal coat to the existing surface any may require extraordinary cleaning measures.

Existing pavement markings and stripes shall be removed by grinding or painting over with two (2) coats of black paint.

Cracks in excess of ¼ inch, but less than one inch in width must be sealed prior to application of the seal coat. Cracks must be cleaned of all weeds and debris prior to cracksealing with crackfiller. The crackfiller shall be applied per manufacturer's recommendations and must be dry to the touch prior to application of the seal coat. Cracks that contain weed and other live vegetable matter must be treated with locally approved non-oil based sterilant prior to application of crackfiller.

Cracks wider than one inch shall be filled with a fine aggregate hot, dense graded asphalt concrete conforming to Section 39 of the Standard Specifications for 3/8 inch Maximum Asphalt Concrete.

Prior to application of seal coat, deposits of grease or oil shall be cleaned by scraping, burning, and/or the use of approved detergents in order to promote adhesion of the seal coat. After cleaning the areas described above, the areas shall be sealed with an oil spot seal.

Areas where the foreign oil or grease has penetrated the asphalt concrete such that cleaning as described above is not effective must be properly repair by removing and replacing asphalt to the depth necessary but not less than 3/4 inch. The removed asphalt concrete shall be replaced with new asphalt concrete conforming to these specifications. Notify the City's representative in advance if such areas exist.

On excessively weathered surfaces or areas such that cleaning operation leave a film of dust, a tack coat of SS1h conforming to Section 94 of the Standard Specifications shall be applied. The tack coat shall consist of One (1) part SS1h with Four (4) parts water or Two (2) parts asphalt seal coat with One (1) part water applied at a rate of 0.05 to 0.10 gal/sq. yd. The tack coat must be dry prior to application of the asphalt seal coat.

Areas of structurally unsound asphalt concrete such as alligator cracking, low spots (bird baths) or rutting must be properly repaired prior to placement of the asphalt seal coat. Notify the City's representative in advance if such areas exist. Asphalt seal coat shall not be placed on new asphalt concrete until after a 30 day minimum cure period or as directed by the City's representative.

Before applying seal coat, cover manholes, valve and monument covers, grates, or other exposed facilities located within the area of application with plastic or oil-resistant construction paper secured by tape or adhesive to the facility being covered. Reference the covered facilities with enough control points to locate the facilities after the application of the seal coat. After completion of seal coat activities, remove covers from the facilities.

Before applying seal coat, cover the edges of existing pavement not receiving seal coat using a material such as kraft paper. Remove the paper after the seal coat application.

Prior to applying seal coat, the prepared surface shall be reviewed by the City's representative for conformance to the requirements of this Section. Contractor to notify City's representative and request a review a minimum of 48-hours prior to the application of seal coat.

#### Seal Coat Application

Do not apply materials when surface and ambient temperatures are outside temperature ranges required by the product manufacturer. Do not apply materials during rain or snow when relative humidity is outside humidity ranges, or moisture content of surfaces exceed those required by the product manufacturer. Do not apply materials when the ambient temperature is less than 55 degrees Fahrenheit or the surface temperature is less than 60 degrees Fahrenheit.

Application of the asphalt seal coat shall be by mechanical means using either pressurized spray application equipment or self-propelled squeegee equipment. Pressurized spray equipment shall be capable of spraying pavement sealer. Equipment shall have continuous agitation or mixing capabilities to maintain homogeneous consistency of pavement sealer mixture throughout the application process. Self-propelled squeegee equipment shall have at least 2 squeegee or brush devices (one behind the other) to assure adequate distribution and penetration of sealer into bituminous pavement. Hand squeegees and brushes shall be acceptable in areas where practicality prohibits the use of mechanized equipment.

The asphalt seal coat being applied shall be uniform and free flowing, free of lump or other inconsistencies. Potable water may be added as necessary as per manufacturer's recommendation, for consistency and spread ability but shall not exceed 15% by volume or as directed by the City's representative. If, after the addition of the maximum allowable water volume, the seal coat is unsuitable, the materials shall be rejected and removed from the site.

Asphalt seal coats consist of two application coats of material. Additional applications may be required as directed by the City's representative. The seal coat must be thoroughly dry prior to application of the second or subsequent coats.

Application of asphalt seal coat in ambient temperatures in excess of 80 degrees Fahrenheit shall require pretreatment of the asphalt concrete surface with a water mist. The water must not be standing, but the surface should be damp prior to seal coat application. This treatment is also recommended for application on porous surfaces where the water within the seal coat may be absorbed too quickly by the existing pavement surface.

Asphalt seal coat shall be applied uniformly over the prescribed area in continuous parallel lines in a manner so that no ridges or uncoated areas shall exist. Application rates will vary depending on the texture of the existing asphalt surfaces requiring more seal coat than smooth surfaces. Apply seal coat as follows:

<b>ASPHALT SEAL COAT RECOMMENDED MINIMUM APPLICATION RATES</b> (per coat based on two coats undiluted material)	
Smooth, Dense Surface	2 Gals./ 100 Sq / Ft
Medium Surface	3 Gals./ 100 Sq / Ft
Rough, Aged Surface	4 Gals./ 100 Sq / Ft
Excessively Rough, Aged Surface	5 Gals./ 100 Sq / Ft

Traffic and Irrigation water shall not be allowed on the asphalt seal coat until the seal coat is thoroughly cured which in warm weather conditions is approximately 24 hours. Maintain barriers to protect areas and prevent access until seal coat has thoroughly cured.

Striping for parking and traffic flow should be done only after the seal coat has thoroughly dried.

#### **Measurement and Payment**

Measurement and payment for seal coat shall be on the square yard basis of area covered. Payment for seal coating asphalt concrete pavement shall be paid for as "Seal Coat."

Payment of the seal coat shall conform to Section 9-1.02C of the Standard Specifications and quantities shall be final pay quantities stated in the Bid Schedule. No additional allowance will be made unless the dimensions as shown on the plans are changed by the Engineer.

## **22.0 CONCRETE WHEELSTOPS**

### **General**

No concrete wheelstops are anticipated for this project. This Section includes specifications for precast concrete wheelstops for vehicular parking stalls in parking lots as indicated.

### **Material**

Concrete wheelstops and reinforcing shall conform to section 21, Minor Concrete, of these Special Provisions.

### **Construction**

Securely attach wheelstops into at-grade surface with not less than two steel dowels embedded in holes cast into wheel stops. Firmly bond each dowel to wheel stop and to pavement. Seal hole in wheelstop with mortar. Wheelstops shall be painted with curb paint (two coats), as indicated on Plans.

### **Measurement and Payment**

Measurement for concrete wheelstop shall each be on a unit basis for each unit installed complete and in place. The contract price paid shall include full compensation for furnishing all labor, materials, tools, equipment, and incidentals, and for doing all of the work involved installing concrete wheelstops, complete and in place, as shown on the plans, including painting, and as directed by the Owner's Representative. Payment for placing new concrete wheelstops shall be paid for as "Concrete Wheelstop." Payment for resetting existing concrete wheelstops shall be paid for as "Reset Concrete Wheelstop."

## **23.0 MODIFY CHAIN LINK FENCE**

### **General**

No chain link fences are anticipated for this project. Modifying and/or relocating chain link fences (including gates) shall conform to the provisions in Section 80-3, "Chain Link Fences," of the Standard Specifications.

### **Materials**

Chain link fences posts and braces, fittings and all hardware shall be the same or better than that of the existing fence being modified.

New terminal posts shall be 2 3/8" diameter and new line posts shall be 1 5/8" diameter.

### **Construction**

Modify and/or adjust chain link fences per the provisions in Section 80-3.03. Provide new posts, braces, fittings, fabric, hardware and other materials as necessary to complete the work. Replace damaged posts and braces. Remove concrete from existing posts before resetting.

### **Measurement and Payment**

Full compensation for modifying chain link fencing and gates will be measured and paid for at the contract unit price per linear foot, which price shall constitute full compensation for furnishing all labor, materials, tools, equipment and incidentals, and doing all the work involved in modifying existing chain link fence including coordination, layout, setting grade, concrete fence post footings, posts and braces, fabric, hardware, and all other requirements for a complete installation as shown on the Plans and Standard Plans, and specified in these construction details, and no additional allowances will be made therefor. Payment for fences and gates shall be paid for as "Modify/Relocate Chain Link Fence/Gate."

## **24.0 ROADSIDE SIGNS**

### **General**

This work shall consist of resetting existing roadside signs (panels only) on a new post and furnishing new roadside sign and post as identified on the plans. Roadside signs shall conform to the Provisions in Sections 82-2, "Signs Panels" and 82-3, "Roadside Signs", of the Standard Specifications and these Special Provisions.

### **Materials**

All roadside signs shall be mounted on a removable metal post with sleeve and anchor in accordance with the Plans. Posts, sleeves and anchors shall be manufactured from galvanized 12 gauge steel conforming to ASTM A653, G90, structural quality, Grade 50, Class 1. Corner welds shall be zinc coated after scarfing operation.

Sign panels shall conform to Section 82-2, "Signs Panels", of the Standard Specifications and the California MUTCD, current Edition.

### **Construction**

Excavate holes to dimensions shown on Plans. Cover post bottom and perforation below ground with duct tape, and place posts in the holes. Back fill around post with minor concrete. Dispose of surplus excavation material offsite.

The line between the center of the top of a post and the center of the post at ground level must not deviate from a plumb line by more than 0.02 foot in 10 feet.

Attached sign panels using manufacturers recommended hardware and procedures. Sign panels shall be securely attached with no excessive movement (no wobbling/shaking of sign panels will be permitted).

Reset existing sign panels on new sign post with anchor sleeves per the plans.

### **Measurement and Payment**

Roadside Signs shall be measured and paid on a per unit basis for each sign (one or multiple panels) and post system installed complete and in place. The contract price shall include full compensation for furnishing all labor, tools, equipment, and incidentals, and for doing all of the work involved in furnishing and installation complete and in place, including but not limited to: excavation, perforated square steel post with anchor sleeve, installing new or existing sign panel, concrete foundation, disposal of excess excavation material, cleanup and all work as described by the plans and the Standard Specifications, these Special Provisions, and as directed by the City's Representative. Payment for roadside signs shall be paid for as "Reset Roadside Sign, 1-Post" and "Roadside Sign, 1-Post."

## **25.0 TRAFFIC STRIPE, PAVEMENT MARKINGS AND PAVEMENT MARKERS**

### **General**

Painted traffic stripes (traffic lines), pavement markings and curb paint shall be applied in conformance with the provisions in Section 84-2, "Traffic Stripes and Pavement Markings," of the Standard Specifications and these Special Provisions.

Thermoplastic traffic stripes (traffic lines) and pavement markings shall be applied in conformance with the provisions in Section 84-2, "Traffic Stripes and Pavement Markings," of the Standard Specifications and these Special Provisions.

Pavement markers shall be placed in conformance with the provisions in Section 81-3, "Pavement Markers," of the Standard Specifications and these Special Provisions. Retroreflective pavement markers shall be marked as abrasion resistant on the body of the markers

**Material**

Thermoplastic material shall be free of lead and chromium, and shall conform to the requirements in State Specification PTH-02ALKYD. Retroreflectivity of the thermoplastic traffic stripes and pavement markings shall conform to the requirements in ASTM Designation: D 6359-99. White thermoplastic traffic stripes and pavement markings shall have a minimum initial retroreflectivity of 250 mcd m lx. Yellow thermoplastic traffic stripes and pavement markings shall have a minimum initial retroreflectivity of 150 mcd m lx.

Preformed melt down thermoplastic striping and markings will not be allowed.

Glass beads comply with section 84-2.02D of the Standard Specifications.

Paint shall comply with section 84-2.02C of the Standard Specifications.

Raised and reflective pavement markers shall comply with Section 81-3 of the Standard Specifications. The specific type to be used shall be consistent with the type generally in use within the local jurisdiction unless directed otherwise by the City's Representative.

**Construction**

All construction shall conform to the respective provisions of the Standard Specifications, manufacturer's installation requirements, and these Special Provisions. Where striping joins existing striping, as shown on the plans, the Contractor shall begin and end the transition from the existing striping pattern into or from the new striping pattern a sufficient distance to ensure continuity of the striping pattern. Traffic stripes and pavement markings shall be free of runs, bubbles, craters, drag marks, stretch marks, and debris.

Thermoplastic traffic stripes and pavement markings shall be applied in one (1) coat. Red curb paint shall be applied in two (2) coats. The 1st coat of paint must be dry before applying the 2nd coat.

**Measurement and Payment**

Measurement and payment for traffic striping, pavement markings, and curb paint shall be made at the contract unit price as shown in the Bid Schedule and as specified below, and shall be full compensation furnishing all labor, materials and equipment necessary to complete the work, including but not limited to: establishing alignment for stripes and layout work, placement of temporary tabs, preparation of surface, placing traffic striping, pavement markings and curb paint, pavement markers, coordination with the City's Representative, cleanup, and all other work necessary for completion of minor concrete work.

Measurement and payment for Red Curb Paint shall be made on a linear foot basis measured along the top of the curb in which it is applied. Double coats will not be measured individually. Payment for red curb paint shall be paid for as "Red Curb Paint."

Measurement and payment for painted parking lot stripes and thermoplastic traffic stripes shall be made on a linear foot basis measured along the center of each individual stripe type including gaps or dashes. Payment for traffic stripes shall be paid for under the respective payment items for "Painted Parking Lot Stripe" and "Thermoplastic Traffic Stripe."

Measurement and payment for painted parking lot pavement markings and thermoplastic pavement markings (including stripes > 8-inches wide) shall be made on the square foot basis for each marking installed as shown on the plans. Quantities will be determined based on the dimensions shown in the Standard Plans. Payment for painted parking lot pavement markings shall be paid for as "Painted Parking Lot Pavement Markings." Payment for thermoplastic pavement markings shall be paid for as "Thermoplastic Pavement Markings."

Payment of the "Painted Parking Lot Stripe" and "Painted Parking Lot Pavement Markings" shall conform to Section 9-1.02C of the Standard Specifications and quantities shall be final pay quantities stated in the Bid Schedule. No additional allowance will be made unless the dimensions as shown on the plans are changed by the Engineer.

## **26.0 FINAL CLEAN-UP**

### **General**

Before final inspection of the work, the Contractor shall clean the work and all ground occupied in connection with the work, of all rubbish, excess materials (including liquid asphalt), and equipment. The roads and driveways shall be thoroughly swept clean of all dirt, dust and foreign material.

All parts of the work shall be left in neat and presentable condition. All existing landscaped and unpaved areas which are disturbed by construction or earthwork operations shall be returned to original existing conditions

### **Measurement and Payment**

Payment for clean-up in general, shall be considered as included in the unit bid price for other contract items and no additional payment shall be made.

### **GHD Inc.**

718 Third Street

Eureka, CA 95501 USA

**T:** 1 707 443 8326    **F:** 707 444 8330    **E:** eureka@ghd.com

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## Opinion of Probable Construction Cost



Client: City of Trinidad  
 Project Title: Van Wycke Bicycle and Pedestrian Connectivity Project

Date: 12/3/2020  
 Submittal: 90%  
 GHD Project No.: 11205222

### BASE BID SCHEDULE

Item No.	Description	Units	Quantity	Unit Cost	Total
1	Mobilization/Demobilization	LS	1	\$ 30,685.50	\$ 30,685.50
2	Temporary Construction Signs	EA	7	\$ 500.00	\$ 3,500.00
3	Traffic Control	LS	1	\$ 35,000.00	\$ 35,000.00
4	Construction Staking	LS	1	\$ 15,000.00	\$ 15,000.00
5	Water Pollution Control & Final Stabilization	LS	1	\$ 15,000.00	\$ 15,000.00
6	Clearing & Grubbing	SF	1680	\$ 6.00	\$ 10,077.90
7	Class II Aggregate Base	CY	7	\$ 120.00	\$ 790.18
8	Miscellaneous Demolition & Removal	SF	7159	\$ 5.00	\$ 35,796.00
9	Earthwork	LS	1	\$ 20,000.00	\$ 20,000.00
10	Adjust Utility Cover to Grade (SSCO, WM, CATV, ELEC, & WV)	EA	6	\$ 750.00	\$ 4,500.00
11	Concrete Catch Basin (Type GO)	EA	1	\$ 5,000.00	\$ 5,000.00
12	Remove Concrete Drainage Inlet	EA	1	\$ 650.00	\$ 650.00
13	Inlet Protection	EA	2	\$ 500.00	\$ 1,000.00
14	Minor Concrete, Curb and Gutter, A2-6	LF	1101	\$ 45.00	\$ 49,527.45
15	Minor Concrete, Curb Ramps, Driveways	SF	1632	\$ 16.00	\$ 26,108.00
16	Minor Concrete, Conforms	SF	1132	\$ 16.00	\$ 18,112.00
17	Detectable Warning Surface	SF	101	\$ 50.00	\$ 5,069.50
18	Hot Mix Asphalt, Patch Paving (0.25')	Ton	100	\$ 200.00	\$ 20,000.00
19	Roadside Sign(s), 1-Post	EA	4	\$ 500.00	\$ 2,000.00
20	Red Curb Paint	LF	581	\$ 5.00	\$ 2,903.85
21	Painted Parking Lot Stripe (4-inch)	LF	30	\$ 5.00	\$ 150.00
22	Thermoplastic Pavement Markings (CL and Fog Line)	LF	2542	\$ 7.00	\$ 17,792.32
23	Thermoplastic Pavement Markings (Pedestrian Crosswalk)	SF	216	\$ 8.00	\$ 1,728.00
24	Thermoplastic Pavement Markings (Bike Symbols)	SF	254	\$ 8.00	\$ 2,029.20
25	Split Rail	LF	584	\$ 123.00	\$ 71,877.51

**Base Bid Subtotal \$ 394,297.41**

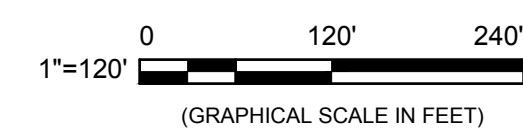
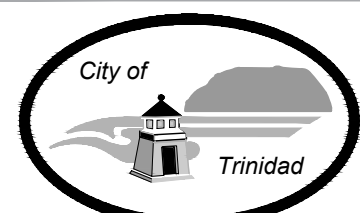
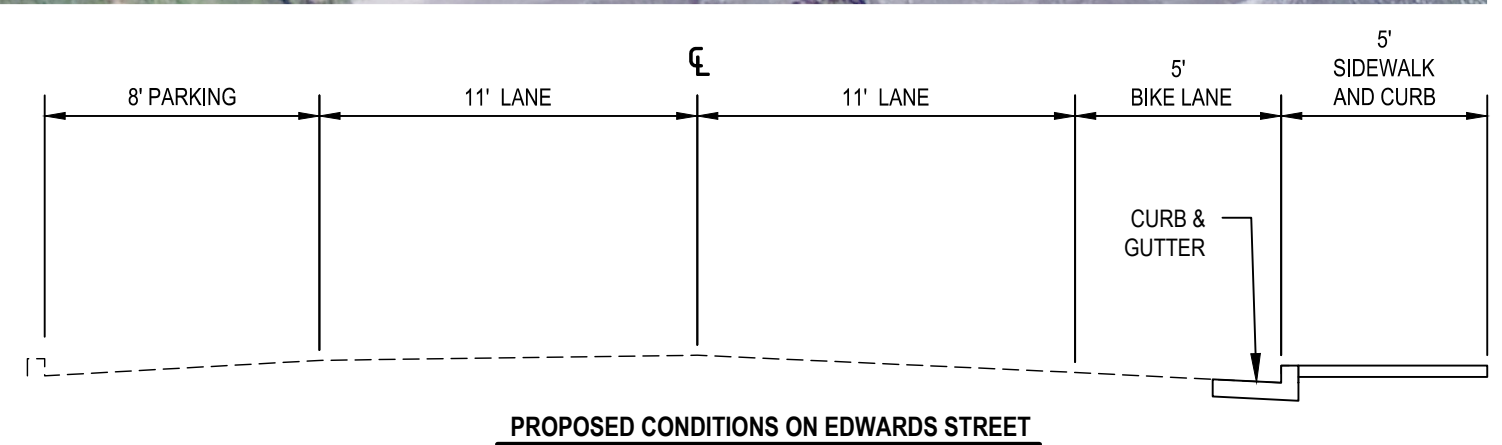
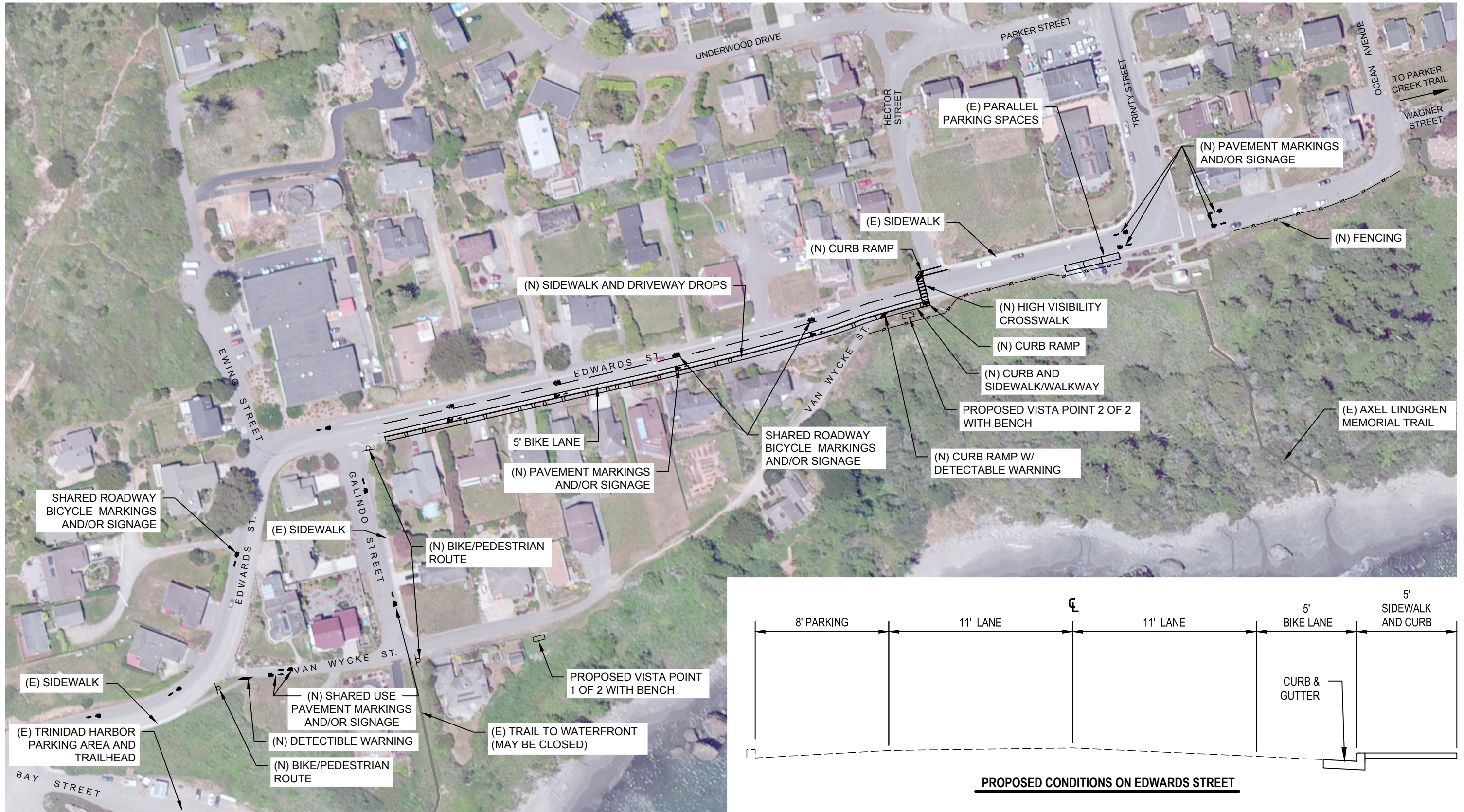
Base Bid Subtotal \$ 394,297.41

15% Contingency \$ 59,144.61

**Construction Capital Total \$ 453,442.02**

Note:

THIS OPINION OF PROBABLE COST HAS BEEN PREPARED USING STANDARD ENGINEERING ESTIMATE PROCEDURES. GHD HAS NO CONTROL OVER ACTUAL CONTRACTOR COSTS, BIDDING, OR MARKET CONDITIONS.



**EDWARDS ST. BICYCLE AND PEDESTRAIN  
CONNECTIVITY PROJECT  
PROPOSED IMPROVEMENTS  
CITY OF TRINIDAD**

Job Number | 11205222  
Revision | 4  
Date | Dec 2020

**Figure 2**

## Edwards St Connectivity Project Virtual Workshops Summary of Public Input

6 – 7:30 pm November 30, 2020 – 16 attendees and 6 project staff

11am – 12:30 pm December 2 – 15 attendees and 6 project staff

### *General Comments and Questions*

- It would be nice to have a second route down to the harbor area
- Suggestion to place the I-Beam Utility Support concrete footings to accommodate a future pedestrian bridge
- No improvements; fix the trail.
- Were there surveys done on Edwards and Van Wycke Streets?
- What portion of the trail is not in the City Right of Way?
- Did the Van Wycke storm drain get tested before the temporary repair?
- [resident on Edwards] Was ignoring the Van Wycke Project but started paying attention when it was renamed the Edwards Street project. It seems disruptive but doesn't have to be. Narrower traffic and bicycle lanes and sidewalk would reduce impact to yards & driveways

### *Edwards Street*

- Could the traffic lanes be narrower to help with traffic calming
- Could the traffic lanes be wider to accommodate big vehicles – it's very tight when two motor homes pass by in the summer
- The road is quite busy during crabbing season and the summer so improving safety on Edwards is important.
- Could speed bumps or humps be placed on Edwards?
- Speed humps were ruled out on Trinity because it wouldn't work for emergency vehicles
- Concerned about impact to driveways on south side of Edwards which are already short and steep.
- Will parking be lost on Edwards? Pedestrian and Bicycle signage
- Would there be signs of some sort to guide pedestrians onto Galindo Street so they don't end up going around the blind corner on Edwards
- How would visitors know the pedestrian route?
- This project has morphed into a Frankenstein
- Will there be additional signage regulating speed?
- Pedestrians visiting the Marine Lab don't have a safe place to walk/cross – could a crosswalk or convex mirror be added to assist?
- Will Galindo Street sidewalk be carried around onto Edwards? Will existing utility boxes be relocated?

### *Vista Point improvements around existing benches – see poll results below.*

- Not in favor of putting many benches on Van Wycke. It feels like the improvements are the first step in closing the trail. Vista points have been cited as justification to close the [Van Wycke] trail. Don't support the closure so concerned about these improvements.
- All vista improvements [benches, railings, signage] should have a uniform look/design
- Putting a split rail fence in front of the benches could impair the view

- Not in favor of a vista point and bench on the east end of the Van Wycke trail. Could be better used as a location to repair the trail.

Results of online polling during each meeting to get input:

November 30, 2020

Q1: Where do you live? (9 Responding)

- A. 22%- Within Project Area
- B. 11%- Outside Project Area, but within City of Trinidad
- C. 67%- Outside of City of Trinidad

Q2: For the Edwards Street Vista Point, I support ... (select all that apply) (12 Responding)

- A. 18%- Improving this area as a vista point
- B. 24%- Keeping the existing bench
- C. 15%- Replacing the existing bench at same location
- D. 21%- Adding a gravel area around the bench
- E. 21%- Having the split rail fence in front of the vista point
- F. 0%- Other suggestions

Q3: For the Lower Van Wycke Vista Point, I support ... (select all that apply) (9 Responding)

- A. 17%- Improving this area as a vista point
- B. 30%- Keeping the existing bench
- C. 9%- Replacing the existing bench at same location
- D. 22%- Adding a gravel area around the bench
- E. 13%- Adding a split rail fence in front of the vista point
- F. 9%- Other suggestions

Q4: For the Upper Van Wycke Vista Point, I support ... (select all that apply) (9 Responding)

- A. 19%- Improving this area as a vista point
- B. 13%- Adding only the gravel area to define the vista point
- C. 19%- Placement of a new bench at this location as part of this project
- D. 13%- Adding a split rail fence in front of the vista point
- E. 0%- A preferred type of bench to include (please enter suggestions in meeting chat)
- F. 19%- Have the City select a bench outside of this project
- G. 19%- Other suggestions

December 2, 2020

Q1: Where do you live? (9 Responding)

- D. 45%- Within Project Area
- E. 18%- Outside Project Area, but within City of Trinidad
- F. 36%- Outside of City of Trinidad

Q2: For the Edwards Street Vista Point, I support ... (select all that apply) (12 Responding)

- G. 31%- Improving this area as a vista point
- H. 19%- Keeping the existing bench
- I. 9%- Replacing the existing bench at same location

- J. 25%- Adding a gravel area around the bench
- K. 9%- Having the split rail fence in front of the vista point
- L. 6%- Other suggestions

Q3: For the Lower Van Wycke Vista Point, I support ... (select all that apply) (9 Responding)

- A. 31%- Improving this area as a vista point
- B. 15%- Keeping the existing bench
- C. 12%- Replacing the existing bench at same location
- D. 23%- Adding a gravel area around the bench
- E. 15%- Adding a split rail fence in front of the vista point
- F. 4%- Other suggestions

Q4: For the Upper Van Wycke Vista Point, I support ... (select all that apply) (9 Responding)

- A. 25%- Improving this area as a vista point
- B. 13%- Adding only the gravel area to define the vista point
- C. 29%- Placement of a new bench at this location as part of this project
- D. 21%- Adding a split rail fence in front of the vista point
- E. 0%- A preferred type of bench to include
- F. 4%- Have the City select a bench outside of this project
- G. 8%- Other suggestions

Comments relating to issues not included or addressed by the Project

*Van Wycke Trail repair or closure* (is not addressed by the project)

- Disagree with the decision to close the Van Wycke Trail
- Suggestion to add another I-beam next to the proposed utility support to create a pedestrian bridge
- Advocate for trail to stay open
- The Yurok Tribe has submitted a Resolution supporting closure of the Van Wycke and Galindo Trails

## Rebecca Price-Hall

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**From:** Trinidad City Manager <citymanager@trinidad.ca.gov>  
**Sent:** Monday, November 30, 2020 3:38 PM  
**To:** Steve Allen; Rebecca Price-Hall  
**Subject:** FW: November 30

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**From:** Alan Grau [mailto:trinidadrunner@suddenlink.net]  
**Sent:** Monday, November 30, 2020 3:11 PM  
**To:** Trinidad City Clerk; Trinidad City Manager  
**Subject:** Re: November 30

I thought I had more time to write comments. I can't participate in the meetings.

Please read my comments at the meeting.

To the City of Trinidad,

I can't participate in the meeting tonight.

I have attended numerous meetings regarding the connectivity project. This project was started by the previous city manager. There has been almost no support from city residents. You may be getting a grant, but free money is not a good reason to dramatically change for the worse the small coastal town feeling of Trinidad. Let's not make our city McKinleyville North.

No flashing lights on intersections, bike lanes or crosswalks. No painted bike lanes or crosswalks. Where do you think the decomposing paint will end up eventually? And after all of the time, energy and money spent on the wastewater project.

Keep Trinidad just what it is and always has been, our small coastal fishing village.

Thank you,  
Alan Grau

Sent from my iPad

November 30, 2020

To: Trinidad City Council

Re: Public Meeting re: Edwards Street Connectivity Project (ESCP)

From: Kathleen Lake

I am writing to convey my strong request to the Trinidad City Council in asking that the City avoid continued piecemeal projects to the Van Wycke Trail. A comprehensive plan is necessary. This would provide the City Council, the Planning Commission and the public the opportunity to address the future interrelationships with these developments. We must clearly analyse the potential impacts on public access, scenic resources, sensitive habitat, air & water quality, and public recreation.

I oppose this on-going piecemeal planning of Trinidad Coastal Trails, the public access development in the ESCP, and the closure of the VWT. The City must provide an updated Van Wycke Trail Project Plan that provides a comprehensive, clear and open planned vision of our Trinidad Trails and Coastal access, as it pertains to the Coastal Act and our Local Coastal Plan.

Given the City of Trinidad's piecemeal management approach to the Van Wycke Trail (VWT), the community is now in muddle over what this new proposal actually is and how it addresses the Coastal Act and an apparent proposed trail closure. This new project should more appropriately be named the **Closure of Van Wycke Trail Project**. The City Staff have continued to take a piecemeal approach to the VWT, and continue to wear down the community as they attempt to stay apprised of the City's overall plans for the VWT. The community has unfairly needed to constantly respond to a moving target with the VWT and the City's prior unauthorized closure of the trail itself. Multiple planning projects must be consolidated and approached comprehensively. These include:

- 1) Van Wycke Connectivity Project,
- 2) the unauthorized City Manager closing of the VWT,
- 3) the multiple VWT meetings that the City Staff and City Councilmembers held outside of the public process, with the adjacent property owners,
- 4) the VWT emergency utilities project,
- 5) the CDP for the temporary closure of the VWT,
- 6) the CCC appeal of the CDP to temporarily close the VWT, and
- 7) Edwards Connectivity/AKA Closure of Van Wycke trail.

This piecemeal approach must stop. Planning must be looking further ahead than the next grant or emergency and propose projects based on the Coastal Act and public input. This newest project twist does not appear to follow past public input or the Coastal Commission input over the past two years. Please direct City Staff to consolidate the information that they have into a one comprehensive development project that considers all aspects, impacts and comments. The VWT must be evaluated in a comprehensive manner. As a whole, and not as parts. I personally, as have many others, continue to attempt to stay informed and comment on these moving target issues. My comments continue to state that I oppose the closure of the VWT. All public input made on any of these past projects must also be included in the comprehensive evaluation as the City moves forward.

## Rebecca Price-Hall

---

**From:** Geneva Thompson <gthompson@yuroktribe.nsn.us>  
**Sent:** Monday, November 30, 2020 4:29 PM  
**To:** Eli Naffah; rpricehall@trinidad.ca.gov  
**Cc:** Sherri Provolt; Joseph James; Taralyn Ipina; Dawn Baum; Amy Cordalis; Rosie Clayburn  
**Subject:** Caltrans Edwards Street Bicycle & Pedestrian Connectivity Project  
**Attachments:** Res # 20-110 Support for Van Wyke and Galindo Trail Closure Resolution\_Final\_Signed.pdf

Aiy-ye-kwee' Eli and Becky,

I hope this email finds you well.

Please see attached for Yurok Tribe Resolution 20-110: Yurok Tribe Support for the Closure of the Van Wyke Trail and Galindo Trail as part of the Yurok Tribe's public comments regarding the Caltrans Edwards Street Bicycle & Pedestrian Connectivity Project.

Could you also send me a copy of any powerpoints or information shared during the public meetings so I can share them with Council and staff members who were not able to join the meeting?

Please let us know if you have any questions.

I hope you and yours are healthy and well,  
Geneva

**Geneva E.B. Thompson** | Associate GENERAL COUNSEL | she/her/hers

YUROK TRIBE OFFICE OF THE TRIBAL ATTORNEY

PO Box 1027

KLAMATH, CA 95548

TEL: (707) 482-1350 EXT. 1426

CELL: (707) 732-8187

EMAIL: [GTHOMPSON@YUROKTRIBE.NSN.US](mailto:GTHOMPSON@YUROKTRIBE.NSN.US)

LICENSED IN CALIFORNIA AND YUROK

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# YUROK TRIBE

190 Klamath Boulevard • Post Office Box 1027 • Klamath, CA 95548



## RESOLUTION

of the

### YUROK TRIBAL COUNCIL

**RESOLUTION NO:** 20-110

**DATE APPROVED:** October 8, 2020

**SUBJECT:** Yurok Tribe Support for the Closure of the Van Wyke Trail and Galindo Trail

**WHEREAS:** The Yurok Tribe is a sovereign nation;

**WHEREAS:** The Yurok Tribe is a federally recognized Tribe;

**WHEREAS:** The Yurok Tribal Council is the governing body of the Yurok Tribe under the authority of the Yurok Constitution of 1993;

**WHEREAS:** The Yurok Tribe is eligible for all rights and privileges afforded to federally recognized Tribes;

**WHEREAS:** As stated in the Yurok Tribe's Constitution Article I, Section I, the Yurok Tribe's Ancestral Lands of the Yurok Tribe extend unbroken along the Pacific Ocean coast (including usual and customary offshore fishing areas) from Damnation Creek, its northern boundary, to the southern boundary of the Little River drainage basin, and unbroken along the Klamath River, including both sides and its bed, from its mouth upstream to and including the Bluff Creek drainage basin;

**WHEREAS:** As stated in the Yurok Tribe's Constitution Article III, Section 2, the Orick District includes all Ancestral Lands located downriver on the Klamath River from the Pecwan District and south of the center line of the Klamath River. Included within the District are the ancestral villages of Turip, Wohkel, Otwego, Wetlkawau, Osegen, Espau, Sikwets, Orek, Tsahpekwa, Hergwer, Tsotskwi, Pa'ar, Oslokwa, Keihkem, Ma'ats, Opyuweg, Tsurau (Tsurai), Sumeg and Metskwo;

**WHEREAS:** The Village of Tsurai is home to many members of the Yurok Tribe who are also specifically from the Tsurai Village and holds many Yurok cultural resources, sacred items, and burials;

**WHEREAS:** The City of Trinidad, the Van Wyke Trail, and the Galindo Trail are located within the Village of Tsurai's boundaries;

**WHEREAS:** The use, development, and repair of the Van Wyke Trail and Galindo Trail put Yurok cultural resources, sacred items, and burials at risk of being damaged or stolen; and

**WHEREAS:** The use, development, and repair of utilities and drainage systems in and near the Van Wyke Trail and Galindo Trail may put Yurok cultural resources, sacred items, and burials at risk of being damaged or stolen.

**NOW THEREFORE BE IT RESOLVED:** That the use, development, and repair of the Van Wyke Trail and Galindo Trail will harm Yurok cultural resources, sacred items, and burials and have a harmful impact to the Yurok Tribe, the Tsurai Village, and Yurok cultural lifeways.

**BE IT FURTHER RESOLVED:** That the Yurok Tribe supports the closure of the Van Wyke Trail and Galindo Trail to ensure the protection of Yurok cultural resources, sacred items, and burials.

**BE IT FURTHER RESOLVED:** That the use, development, and repair of utilities and drainage systems in and near the Van Wyke Trail and Galindo Trail may harm Yurok cultural resources, sacred items, and burials and have a harmful impact to the Yurok Tribe, the Tsurai Village, and Yurok cultural lifeways.

**BE IT FURTHER RESOLVED:** That the Yurok Tribe requests the City of Trinidad consult with the Yurok Tribe early and often before planning, conducting, and completing any ground disturbance, construction, or repair work in and near the Van Wyke Trail and Galindo Trail.

**BE IT FURTHER RESOLVED:** That nothing in this resolution shall be construed as a waiver of the Yurok Tribe's sovereign immunity.

**BE IT FURTHER RESOLVED:** That the Chairperson is hereby authorized to sign this resolution and to negotiate all matters pertaining hereto and that the Council Secretary is authorized to attest.

**C\*E\*R\*T\*I\*F\*I\*C\*A\*T\*I\*O\*N**

This is to certify that this Resolution Number 20-110 was approved at a duly called meeting of the Yurok Tribal Council on October 8, 2020, at which a quorum was present and that this Resolution Number 20-110 was adopted by consensus in accordance with Tribal tradition and Article V, Section 6 of the Constitution of the Yurok Tribe. This Resolution Number 20-110 has not been rescinded or amended in any way.

**DATED THIS 8<sup>th</sup> DAY OF OCTOBER, 2020**



Joseph L. James, Chairman

Yurok Tribal Council

**ATTEST:**



Sherri K. Provolt, Secretary

Yurok Tribal Council

## **Edwards Street\* Bicycle and Pedestrian Connectivity Project \*Formerly Van Wycke**

### List of Project stakeholder/public engagement meetings

#### City Council Meetings:

1/12/20 City Council hearing about existing scope and proposed alternatives. Meeting minutes available in the February 11, 2020 Council meeting packet on the City website.

8/11/20 City Council hearing (virtual) about revised design concept. Meeting minutes available in the October 13, 2020 City Council meeting packet

9/8/20 City Council continued hearing (virtual) about revised design concept. Meeting minutes available in the October 13, 2020 City Council meeting packet

Project meetings and workshops: meeting summaries available on the City website Document Library the Edwards Street (Van Wycke) Connectivity Project in the Streets and Trails folder

11/18/19 Stakeholder meeting (Civic Club room) (adjacent landowners and Tsurai Ancestral Society

2/17/20 Stakeholder meeting (Civic Club room) for adjacent landowners and Tsurai Ancestral Society

3/13/20 Stakeholder meeting (Civic Club room) for adjacent landowners and Tsurai Ancestral Society

8/5/20 Stakeholder WebEx meeting (adjacent landowners and Tsurai Ancestral Society (TAS) –

8/6/20 WebEx Meeting with Tsurai Ancestral Society (TAS) Board

11/30/20 and 12/2/20 – Virtual Public Workshops. The summary of public input at these meetings is attached to this agenda item.



## **DISCUSSION AGENDA ITEM**

### **SUPPORTING DOCUMENTATION ATTACHED**

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4. Discussion/Decision regarding Draft Drought Contingency Plan.

## DISCUSSION AGENDA ITEM

### December 8, 2020

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#### **Item: Draft Water Shortage Contingency Plan (WSCP)**

##### Background

At their April 14<sup>th</sup> meeting the City Council took action to direct the Planning Commission to work on a drought contingency plan. In my research, I kept running across Water Shortage Contingency Plans (WSCPs), which also address emergency situations such as natural disasters and power outages in addition to drought situations. WSCPs are generally found within Urban Water Management Plans (UWMPs). The CA Water Code requires all urban water suppliers, defined as those that either provide over 3,000 acre-feet of water annually, or serve more than 3,000 urban connections, to prepare an UWMP every five years. These plans support the suppliers' long-term resource planning to ensure that adequate supplies are available to meet existing and future water needs. Trinidad does not qualify as an urban water supplier but some of the same concepts and principals that are part of an UWMP and WSCP have been useful to apply to Trinidad's water system.

Because Trinidad's water source is a small creek with no reservoir, the City essentially has no long-term storage. Therefore, the situation is different from most larger water systems that obtain water from a reservoir or groundwater storage. It means that water conservation early in the dry season, when flows on Luffenholtz Creek are normal, does not preserve water for future use when creek flows get low. There is a tipping point where the City could go from pumping at normal capacity, to a very steep drop-off in pumping capacity once the creek reaches a critically low flow level that impacts the City's intake system.

Essentially, the amount of water the City can supply is a function of how much water it pumps each day. (See the [Water Treatment Plant Production Memo](#) dated May 1, 2019 by GHD for additional information.) Once flows in the creek drop to a certain level, the pump outpaces the rate at which the wet well infiltration gallery refills. Once the wet well drops to a certain level, the pump has to be turned off to allow it to refill again, limiting the amount of water that can be pumped into the treatment system each day. We do not know exactly what flow level starts to impact the wet well infiltration gallery, or what the relationship between flow and the amount of water that can be extracted is once it reaches that level. But it appears the City could go from full capacity to limited capacity pretty quickly.

##### Current Draft – Issues and Questions

The Planning Commission voted unanimously (4-0) to recommend the Draft WSCP to the City Council for review at their November 18 meeting. The Planning Commission has been working on this document since May. The current draft borrows much from

other plans, particularly from the City of Santa Cruz. In addition to other examples, we also used a primer on WSCP's from the CA Urban Water Conservation Council. It should be noted that this plan will need to be implemented through an ordinance in order to be fully enforceable. The City currently has a water rationing ordinance (Chapter 13.08), which was used to form the Water Committee and make the drought declaration this year, but it will need to be updated to incorporate certain requirements of the WSCP including fines and enforcement. In addition, prior to implementation and adoption, this plan, or portions of it, should be reviewed by the City Attorney to ensure that it is in compliance with CA water law.

Keep in mind that there are certain aspects of the WSCP that likely still need to be refined, and it should be viewed as a living document that may be adapted to different situations and that will likely evolve based on experience using it. For example, some of the criteria for declaring stages should be better refined, such as the rainfall totals for Stage 1, and the reduced pumping capacity at Stage 3 and 4. In addition, the document is intended to provide guidance, but also flexibility for the Water Shortage Response Team (WSRT) to recommend and implement actions on a case-by-case basis, particularly, because conditions can change rapidly.

The WSCP has been circulated to City staff and interested parties. And there were a couple of issues that have been brought up that have not been fully addressed by the Planning Commission.

For example, concerns have been raised regarding the responsibilities given to the City Manager in the WSCP, particularly in regards to authorizing exceptions. An alternative would be to have that responsibility go to the WSRT. One advantage of having it be the City Manager is that those decisions should be made quickly, which may be easier for the City Manager to do rather than convene a meeting of several busy people. In addition, the WSRT includes at least one City Councilmember, which would result in that Councilmember having to recuse themselves should there be an appeal of a WSRT decision to the City Council. Limiting the WSRT to one Councilmember would minimize this issue, but not eliminate it. Alternatively, the WSRT could be the body for hearing appeals of a City Manager decision in regards to the WSCP.

Steve McHaney (previous City Engineer, still works part-time for GHD, including on issues affecting the City's water plant) had several comments. One of his comments was that water conservation early in the season, when creek flows are still high, would not benefit supplies later in the year, but would decrease City revenue. It was recognized that early conservation would not increase supplies later in the season. The purpose was to get people thinking about and practicing conservation, so that further cutbacks would not seem so drastic if they become necessary. However, we did not really consider the impact that might have on City finances.

Another thing he suggested was to consider certain classes of users. The state prioritizes water in times of scarcity to fire protection, sanitation and domestic use. If it comes to the point of having to actually stop providing water to some accounts, such as if there were a failure at the water plant such that the City had to rely on only storage, the City may want to determine up front how that would be prioritized.

In addition, the WSCP references a water supply supplementation (and a supplemental water plan) in the case where the plant can not provide minimum flows for fire, sanitation and domestic use. This may involve trucking in water, increasing storage, or, as has recently be suggested, a tie-in with Westhaven CSD. However, any of those options would need to be planned for ahead of time. Even trucking water, which may not require additional infrastructure, would likely require the City to obtain a permit from another supplier (e.g. McKinleyville CSD) to export water out of their service district. And potable water trucks are not very abundant, so some kind of up-front agreement may be needed for that as well.

Finally, I know other questions will come regarding the reasoning behind certain policies and recommendations included in the WSCP, but I expect that how we came up with the water amounts used within it will be one of them. After assessing the water use data, it was determined that an amount between 150 and 200 gpd would be a good “baseline” use that would be reasonable for most accounts to be able to meet. More than 50% of accounts use less than 150 gpd in July (the highest use month in Trinidad) anyway. This includes both “residential” and “commercial” accounts. A baseline was used rather than across the board reductions, so as not to punish those who already conserve water. There are also about a dozen accounts that would be classified as “large users” that the City would work with individually to reduce water use. The exception process would allow users that can’t easily reduce their water use to continue using the water they need for good cause.

#### Additional Considerations

As part of their recommendation the Planning Commission wanted to remind the Council that the WSCP is one small piece of planning for water shortages. The WSCP only addresses actions that should occur if and when the City actually experiences a shortage. But it does not address long-term planning to increase supply, water security and resiliency so that water shortages are less likely to occur. In particular, the Planning Commission wanted me to ask the Council to review the *Draft Water Shortage Planning Process* that was provided to the Council in the July 14, 2020 meeting packet. That document provides a broader overview of short- and long-term actions the City can take to reduce the potential for water shortages, including things ranging from infrastructure improvements to community outreach in the Luffenholtz Creek watershed. The City will be submitting a State Revolving Loan Fund application and an application for technical assistance from the WaterNow Alliance that will also further those goals.

Attachments

Draft Water Shortage Contingency Plan

**Recommended Action:**

Review the plan and provide comments, questions, and suggested edits for staff to address.

## City of Trinidad

### DROUGHT AND WATER SHORTAGE CONTINGENCY PLAN

#### **Purpose**

The purpose of the City of Trinidad's Water Shortage Contingency Plan (WSCP) is to protect public health, welfare, and safety through conservation of the City's water resources in times of insufficient water supply, which could be caused by drought, mechanical failure, and other conditions. Implementation of the WSCP is intended to prioritize critical water supplies for fire protection, sanitation, and domestic water use. Public outreach and conservation in the early stages of a drought or other foreseeable shortage helps people transition to using less water and helps to minimize the adverse effects of critical water supply shortages and emergency water supply conditions.

#### **Scope**

The WSCP defines a system-specific drought and water shortage index with associated mitigation measures to be used for water supply management in times of projected shortages and insufficient supply. It is not an overall Water Management Plan. Thus, it does not cover water supply sourcing, improvements to water plant equipment and operations, or water system maintenance.

#### **Definitions**

##### Water User Types:

Residential User: Account serving not more than two residents.

Commercial User: Account serving non-residential uses and accounts serving more than two residences.

Large User: Account that averages 500 gpd or more during the water shortage.

#### **Trinidad Water System Overview**

The City of Trinidad's (City) water supply is from Luffenholtz Creek, which is subject to limitations based on the terms of the City's water right as it relates to flows in the creek. The flow in the creek varies significantly throughout the year. Multi-year droughts, other extractions from the creek, and long-term climate change can significantly reduce summer flows. Treatment system characteristics also affect the City's ability to produce potable water; and storage and distribution system characteristics affect the City's ability to distribute water.

Luffenholtz Creek is currently the only source of raw water that serves the City of Trinidad system. The City purveys water to approximately 1,000 people inside and outside City limits. The City's diversion and water plant is located at 1313 Westhaven Dr.

Trinidad California adjacent to Luffenholtz Creek. Water for the plant is pumped from a wet well that is filled through an infiltration gallery of perforated pipes located approximately ten feet below the creek bed. The point of diversion is just upstream of the Westhaven Dr. culvert. The City has current water rights limiting the rate of diversion, the annual maximum diversion, and requiring minimum bypass flows. In addition to water right limitations, the effective water production rates are limited by physical constraints in the processing of the water which include: infiltration gallery limitations, flocculator flow rates, filter fouling rates, backwash periods, and chlorine contact time requirements. In addition, the City has a relatively small amount of finished water storage that could supply typical uses for only a few days and is insufficient for bridging long term supply limitations.

Because Trinidad's water source is a small creek with no reservoir, the City essentially has no long-term storage. Therefore, the situation is different from most larger water systems that obtain water from a reservoir or groundwater storage. It means that water conservation early in the dry season, when flows on Luffenholtz Creek are normal, does not preserve water for future use when creek flows get low. Essentially, the amount of water the City can supply is a function of how much water it pumps each day. (See the [Water Treatment Plant Production Memo](#) dated May 1, 2020 by GHD for additional information.) Once flows in the creek drop to a certain level, the pump outpaces the rate at which the wet well infiltration gallery refills. Once the wet well drops to a certain level, the pump has to be turned off to allow it to refill again, limiting the amount of water that can be pumped into the treatment system each day. There is a tipping point where the City can go from pumping at normal capacity, to a very sharp drop in pumping capacity once the creek reaches a critically low flow level that impacts the City's intake system.

## **Roles and Responsibilities**

### Water Committee / Water Shortage Response Team

The City Manager shall be responsible for monitoring all potential water shortage conditions and shall make recommendations to the City Council regarding the implementation of the Water Shortage Contingency Plan. It is the responsibility of the City Council or its designee to declare a water shortage. At the time of, or prior to the declaration of Stage 1, the City Council shall form a Water Committee (or Water Shortage Response Team) to make recommendations to the City Council and facilitate implementation of the WSCP. The specific stages and triggers to activate each stage based on the condition of the water supply will be determined in cooperation with the Water Shortage Response Team. Table 1 summarizes the triggers and degree of water shortage for each stage of action based on the stages described below.

Water Shortage Response Team (WSRT): City Manager, Public Works Director, City Engineer, City Clerk/ Assistant City Clerk, City Council Representative.

## Declaration of Water Shortage

Upon recommendation by the WSRT, formal action declaring a water shortage is taken by City Council. The legal requirements for such action are covered in Section 350 et. seq. and 375 et. seq. of the California Water Code. The code requires the following process be followed unless an immediate emergency exists:

- That City Council hold a public hearing on the matter;
- That the public hearing be properly noticed (minimum of publishing once in newspaper at least seven days prior to the date of the hearing);
- Upon determining and declaring the existence of a water shortage, City Council may then adopt regulations and restrictions governing the use and delivery of water.

In accordance with CA Water Code § 376, water conservation rules adopted by the City Council establishing water use regulations become effective immediately, but the ordinance or resolution, or a summary, shall be posted in three public places within the City within 10 days of its adoption.

### **Public Outreach and Education**

Even before formal declaration of a water shortage, a public information/media program should be activated to provide customers with as much advance notice as possible. The WSRT has developed a Drought Communications Plan to be used to implement the procedures and recommendations of this WSCP. The following section provides an overview of the general procedures for and types of public outreach that may be used in Trinidad. As technology changes, public outreach should adapt accordingly. The purpose is to reach the maximum number of people possible in a timely manner.

Following Council action, all residents and businesses, not just customers of record, would need to be provided notice of water shortage rules and regulations via a variety of media and communications methods, including print and television media, internet, and other methods. The timeline for getting information out to the public is very short. Initial notification would occur through the City's email newsletter and water billing postcards. Notifications will also be posted around town and on the City's website. Large water users and those businesses that are most likely to be seriously affected should be contacted directly.

Coordination between City staff and other public agencies can begin prior to formal declaration of a water shortage and can be accomplished through regular meetings, e-mail group updates, and presentations. Getting the public involved and keeping them informed will require a significant expansion of existing water conservation public information and outreach efforts. Contracting with an advertising agency to assist with a communications campaign and mass media advertising is one way to expand outreach efforts quickly. A

substantial amount of printed information on how to conserve water during a water shortage has already been developed by others and can be put to immediate use.

RVS Software: Brief messages, such as what Stage the City is in can be printed on the postcard sized water bills, and they can be printed on colored paper to indicate the water shortage stage. The software does have robust query options, so the City can search for and flag accounts that used a certain percentage more water than their own average, or an overall average for example. And since the City only has a little over 300 accounts, it wouldn't be too much work export the data to Excel and produce customized messages or mailings.

Email Newsletter: The City should develop an email list for all water customers and Luffenholtz Creek residents, that is separate from the City's email newsletter list. The City will send out weekly updates or as conditions change.

Texts: The City may develop an alert notification system that includes sending out text messages to those who sign up.

City Website: Put most current information and conservation requirements, or links to it, on the home page.

City Council meetings: City staff will provide updates at City Council meetings.

Water Committee or WSRT: Regular meetings, forums or announcements as needed

Brochures and/or flyers: Brochures and/or flyers with information and tips on conserving water will be mailed to residents in the City, the City's Water Service Area and within the Luffenholtz Creek watershed. Brochures and flyers will be made available in City Hall and other locations around the City as available. Flyers and posters will also be posted in public locations.

Newspaper: The City does not have a daily paper of general circulation. A local, weekly newspaper may not be able to provide immediate information but may be a good tool for regular updates.

Social media may also provide a platform for public education and outreach.

In addition to outreach to water customers and the general public, the City should also develop and education and outreach program for residents of the Luffenholtz Creek watershed. The City should partner with the Trinidad Bay Watershed Council to help further this endeavor. In addition to outreach, the City should inventory and monitor wells, diversions and other water rights and uses within the watershed. The City may provide assistance to watershed residents to further the City's goals of maintaining the reliability of its water supply in dry years. This may include assistance or incentives for

registering water diversions and increasing storage capacity and rainwater catchment and other actions deemed beneficial.

## **Water Shortage Responses**

The City will manage water conservation and cutbacks for each water shortage stage. Public outreach and education are also an important part of these measures.

### Water Conservation and Rationing

For each water shortage stage, the City will implement water conservation measures. In the earliest stages, measures will be voluntary and minimal. But as the stages progress, the measures will become stricter.

Early conservation measures will focus on types and times of use. This means required reductions in or prohibitions on certain uses of water. This would include things like filling hot tubs, outdoor washing (cars, boats, driveways, etc.) watering during certain times of the day, providing water only upon request at restaurants, etc.

As water shortage stages become more severe, water rationing will be required based on baseline water use for different types of users. Required cutbacks will be based on a pre-determined baseline by type of use (e.g. commercial v. residential). Those who are already below the baseline will not need to reduce water use, or will need to conserve less, and those above the baseline would need to conserve more.

Because of Trinidad's small size, the City will work with the largest water users to implement conservation/rationing methods that reduce water use without significantly impacting critical business operations. This is important, because modest cutbacks by a few large users could save more water than all residences having to reduce their use by a certain percent.

### Rate increases

Water shortage stages will also be associated with rate increases for water service. If people are using less water, revenues will go down, but many of the operating costs for treating and delivering water will stay the same. In addition, more education, monitoring and enforcement will be needed, further increasing costs to the City. Water rates may be based on the baseline water use standards; rates for use in amounts below the baseline volume would be less than rates for use above the baseline. (Also see monitoring, enforcement and penalties section.) *Note that an analysis of expected revenue losses may be required in order to legally raise rates.*

## **Water Shortage / Drought Stages**

As part of planning for a water shortage, the City has determined stages, or triggers, for water conservation requirements based on the severity of the water shortage. The City

Council declares each stage as it occurs, which then triggers implementation of certain conservation measures or actions. Stages may also be stepped back as conditions warrant and as recommended by the WSRT and declared by the City Council. These measures, outlined herein, are implemented and enforced through Ordinance 20##-##. The Water Supply Shortage tiering system are as shown in Table 1.

<b>Table 1. Water Supply Shortage Stages and Conditions</b>			
<b>Stage No.</b>	<b>Water Supply Conditions</b>	<b>% Reduced Production Capacity</b>	<b>Demand Reduction Actions</b>
Normal	Normal operating conditions.	0%	Typical conservation with water waste prohibition ordinance(s) or regulations.
Stage 1: Water Shortage Alert	DEWS at D2 or above Rainfall at 75% or less for the season, or 65% or less March-June	0%	Public outreach and education, voluntary reductions.
Stage 2: Water Shortage Warning	Luffenholtz Creek flow rate low at 0.86 cfs	0%	Mandatory water use restrictions, additional public outreach.
Stage 3: Water Shortage Emergency	Reduced pumping capacity at water plant	0-25%	Mandatory water restrictions and rationing, work with individual large water users.
Stage 4: Severe Water Shortage Emergency	Further reduced pumping capacity at the plant, or restrictions based on required bypass flows.	25-50%	Strict water rationing, monitoring and enforcement of water use
Stage 5: Critical Water Shortage Emergency	Extreme low flow on Luffenholtz; emergency water service disruption due to disaster or plant failure; insufficient water for sanitation and fire protection.	50-100%	Severe water rationing; water supply supplementation

Stage 0

Normal or above water year. Normal conservation measures recommended.

### Stage 1: Water Shortage Alert

#### *Description*

Based on cumulative rainfall/water year type. This stage is be triggered early in the dry season based on the lack of rainfall over the previous wet season and/or the classification of the California Drought Early Warning System (DEWS). The criteria for entering this stage is a drought classification of D2 or higher, and/or 75% or less of total normal rainfall for the season or 65% or less of normal rainfall during the months of April through June. These numbers may need to be adjusted in multi-year droughts. This stage indicates the potential for water shortages later in the dry season.

#### *City Actions and Responsibilities*

- Form Water Shortage Response Team
- Public outreach will occur to let users know about the potential for shortages later in the season.
- Careful monitoring of flows on Luffenholtz will occur with summary reports provided to the WSRT on a weekly basis.
- Promote regular meter reading and leak detection by residents.
- Publish weekly consumption graph on City website and email newsletter.

#### *Demand Reduction Measures*

Conservation is voluntary at this point. Water waste is prohibited as usual per City ordinance.

- No irrigation of unlandscaped areas
- No irrigating such that water runs off the subject property
- Hoses must have hose-end shut-off nozzles
- No non-recirculating fountains

### Stage 2: Water Shortage Warning

#### *Description*

Based on a low flow. The second stage is triggered by a sustained flow rate on Luffenholtz Creek of 0.86 cfs or less as measured just above the water plant, or just below the water plant with the pumps off. This number is based on the criteria for having to notify CA Dept. of Fish and Wildlife in the City's water right. This stage indicates that water shortages are likely to occur in the near future. The flow basis may be revised as better flow information becomes available. This stage includes public education and minor mandatory cutbacks to get people ready for the potential for more severe shortages.

#### *City Actions and Responsibilities*

- Daily reporting on Luffenholtz Creek flows
- Weekly meetings of the WSRT

- (Any changes in City operations, such as no flushing of lines?)
- Increased water waste monitoring and enforcement and leak detection
- Continue to promote meter reading and self-monitoring for customers
- Public weekly newsletter, including consumption graph(s)
- Consult with large water users to develop conservation plans

#### *Demand Reduction Measures*

- Restrict landscape irrigation to designated water days and times; days/times may be alternated by addresses or other means to prevent excessive water use at any one time/day.
- Prohibit exterior washing of hardscapes, dwellings, buildings or structures (with exceptions for window washing or in preparation for painting)
- Water only upon request at restaurants
- Require option for no laundry at B&B and STRs

### Stage 3: Water Shortage Emergency

#### *Description*

Based on reduced pumping capacity from the wet well that cannot keep pace with demand on a daily basis as determined by the Public Works Director in consultation with the City Engineer. This stage indicates a current water shortage and reduced pumping and treatment capacity at the water plant. Water rationing is required at this point, along with continued public education, monitoring and enforcement of water use.

#### *City Actions and Responsibilities*

- Cease flushing of lines and hydrants
- Discontinue filling water trucks
- Institute drought rates and penalties for overuse
- Water Shortage Response Team to convene as needed to consider exceptions to rationing requirements, appealable to the City Council.
- Undertake contingency planning and preparation for continuing/escalating shortage
- Develop strategy to mitigate revenue losses
- Prepare to implement supplemental water plan

#### *Demand Reduction Measures*

- Require commercial users to put up signage notifying patrons of the drought conditions and encouraging conservation
- Restaurants to provide water only upon request
- Commercial users using more than 200 gpd to cut back use by 10%
- Require large users to inspect and monitor premises and repair any leaks that are found
- Residential rationing at the following allocation: 150 gpd per residence
- No filling/refilling of hot tubs

- No new landscaping
- Further restrict landscaping days/times
- No auto/boat washing
- Reduced time allowed to resolve water waste

#### Stage 4: Severe Water Shortage Emergency

##### *Description*

This stage indicates a critical shortage and potential emergency situation. This is based on a 25% reduced pumping capacity at the plant that may only be sufficient to supply enough water for basic drinking, sanitation and fire protection needs. Substantial cutbacks in water use are required.

##### *City Actions and Responsibilities*

- This stage requires substantial monitoring and management by the City. As the pumping and production capacity is reduced, additional measures and restrictions may be required.
- Continue to work with large water users to identify additional measures to reduce use
- Increased staffing to provide customer service / drought hotline
- Increased staffing to patrol and monitor water use
- Publish information on ways to minimize most valuable landscaping damage and loss, including promotion of appropriate use of grey water
- Coordinate procurement of supplemental water source(s)

##### *Demand Reduction Measures*

- Commercial users using more than 200 gpd to cut back use by 20%
- Residential rationing at the following allocation: 150 gpd per residence
- Restrictions on exterior washing of surfaces and structures
- No irrigation except drip or hand irrigation of perennials or with grey water
- Further restrictions and rationing may be required as plant production capacity is reduced

#### Stage 5: Critical Water Shortage Emergency

##### *Description*

Catastrophic failure. This stage indicates 50% or more water loss due to extreme drought, plant failure, pipe breakage, natural disaster, etc. There may be enough storage to provide for a few days of water supply depending on the nature of the emergency.

##### *City Actions and Responsibilities*

- Consider shifting to Emergency Operations Center model of command management for overall policy guidance and coordination
- Coordinate with law enforcement agencies to address enforcement challenges

### *Demand Reduction Measures*

- Further reductions in residential and commercial allocations
- Prohibit all outdoor irrigation
- No water for outdoor recreation or washing

### **Monitoring, Enforcement and Penalties**

In addition to determining how water use will need to be reduced, the City will also need to monitor compliance, create enforcement mechanisms and set penalties for noncompliance.

Enforcement is carried out in a number of ways during a water shortage. In cases such as a report of water waste, the first step is to communicate with the customer by telephone, letter, door tag, or by making personal contact in the field to educate them about regulations. This contact may be all that is required to get the problem resolved. If not, enforcement progresses to a written notice of violation. Beyond this, there are several methods that can be adopted in the City's water conservation and water shortage ordinances that can be used to enforce water restrictions and rationing regulations. These methods are described below.

#### Penalty fees

This method would apply in situations involving violation of water restrictions, if, after multiple warnings had been given, a violation continued to occur at an account. The fee would be added to a customer's utility bill along with a written notice sent to the customer in advance. The penalty fee shall be set by Resolution of the City Council and would increase with subsequent violations, as in the following example:

- 1st Violation \$100
- 2nd Violation \$250
- 3rd Violation \$500
- 4th Violation \$1,000

Additional, higher penalty fees may also be established and applied to large users that willfully violate water restrictions.

#### Excess use fees

Excess use fees are the primary method for enforcing water rationing and are imposed on customers whose water use exceeds their allocation when rationing is in effect. The purpose of the excess use fee is to make the consequences of exceeding one's rationing allocation so severe that the customer is induced to keep their water use within their allocation and avoid being fined. Like water rates, there are two components to setting excess use fees: 1) the way they are structured, and 2) the dollar amount. Staff and the Planning Commission looked at several models from other agencies and recommend utilizing a two-tiered excess use fee structure for billing reasons and for clarity in

communicating penalties to the public, and example of which is shown in Table 2. Actual fees shall be set by Resolution of the City Council.

**Table 2. Proposed Excess Use Fees**

Excess Use Range	Percent of Water Used in Excess of Allotment	Excess Use Charge per 100 Cubic Feet (~25 gpd) for all Water Used in Excess of Allotment (in addition to ordinary water consumption charges)
A	0% to 10% over allotment	\$0.00
B	10% to 25% over allotment	\$50.00
C	More than 25% over allotment	\$100.00

The purpose of a two-tier excess use structure is to avoid very large penalties for households that make a good faith effort to stay within their allocation but wind up going over a little. If a customer's water use exceeds one's allocation by a large amount, though, the penalty should be very steep.

#### Flow restriction

Some customers will continue to exceed their allotment regardless of the amount of their water bill. In such instances, the Water Department is authorized to install a flow restricting device to provide minimal water flow, just enough for health and safety purposes. In these cases, the customer is charged a fee to cover the staff time needed to install the flow restrictor and another fee for its removal. The Water Department would not use this method where fire suppression sprinklers are on the same supply line as domestic water. Disconnection/reconnection fees Water suppliers have the legal authority to enforce water shortage regulations by terminating service for egregious violations. In such cases, the customer would be charged for both disconnection and reconnection.

#### Citation

Finally, the City's water shortage ordinance authorizes staff to issue citations that would have to be paid or challenged in court. This method could be used in cases like a multifamily property where terminating service or restricting flow to all households may not be an option.

### **Exceptions and Appeals**

#### Exceptions

No water shortage plan can account for all situations. The exception procedure allows the City Manager to provide for special or exceptional circumstances that otherwise would create undue hardship for an individual customer or class of customers. An exception allows a customer to be relieved of a particular regulation or receive an increased allocation for the duration of the shortage. Therefore, it should be granted only when

justified on specific grounds that warrant allocating more water than other similarly situated customers and when consistent with the intent of the water shortage regulations, while providing equal treatment of all customers.

This policy is to make the customer first demonstrate the demand reduction efforts taken to meet the restriction or allocation, and places responsibility for managing and monitoring water use on the customer, where it belongs. It also serves to minimize the number of exception applications from those merely seeking more water without having gone to the effort to try to live within their given allocation.

In order to grant an exception, the City Manager shall make the following findings as applicable:

- Failure to do so would cause a condition affecting the health, sanitation, fire protection, or safety of the applicant or the public;
- Strict application of the allotment provisions imposes a severe or undue hardship on a particular customer, or render it infeasible for a business or class of business to remain in operation;
- Alternative restrictions which achieve the same level of demand reduction as the restrictions from which an exception is being sought are available and are binding and enforceable;
- The customer has demonstrated to the Director's satisfaction that circumstances have changed warranting a change in the customer's allocation.
- Facilities using industry best management practices are eligible for an exception.
- Demonstration by a customer of actions already taken to increase environmental sustainability that have reduced water consumption to the maximum extent feasible, as determined by the City Manager.

Additional recommendations regarding the exception process are as follows: (1) that the denial of an exception may be appealed to the City Council; (2) the City adopt administrative procedures [similar to those used by the City of Tampa Bay] for including appropriate information on an exception application, including the requirement that the applicant must demonstrate maximum practical reduction in water consumption; and (3) that a policy be added allowing the City Manager to impose conditions requiring long-term water efficiency changes from customers as part of the exception process.

### Appeals

- A. Any person affected by a decision on water allocation, rationing, fines or enforcement by the City Manager as authorized herein may appeal to the City Council by filing a notice of appeal with the Clerk of the City within 10 working days of the action of the City Manager. The notice of appeal shall be accompanied by a filing fee set by resolution of the City Council of the City in an amount sufficient to cover costs to the City. The appeal shall stay the effect of the action of the City Manager.

- B. The appeal shall be in writing and addressed to the City Council. The applicant shall file the appeal with the City Clerk. The City Clerk shall forward copies of the appeal to the City Council and WSRT. In the notice of appeal, the appellant shall state in full the facts and circumstances which make the action of the City Manager unreasonable. It shall also state the date of the claimed unreasonable action of the City Manager.
- C. The City Council shall cause the matter to be set for hearing not earlier than 14 days after the appeal has been filed with the Clerk of the City. The Clerk of the City shall cause notice to be mailed to all affected persons (within 100 feet of the property boundaries) at least 10 days prior to the hearing.
- D. At the time and place set for the hearing, the City Council shall proceed to hear the testimony of the City Manager, the testimony of the owner or their representatives, and the testimony of other competent persons concerning conditions upon which the action of the City Manager is based and other matters which the City Council may deem pertinent. Any person affected may be present at such hearing, may be represented by counsel, may present testimony, and other witnesses. The hearing may be continued from time to time. The City Council may request an opinion from the City Attorney.
- E. The City Council may upon the appeal either affirm the action of City Manager or modify the City Manager's action in whole or in part. The decision of the City Council upon an appeal shall be based upon the facts presented to it and shall be final.

### **Water Shortage Recovery and Plan Termination**

A water shortage ends when local rainfall, runoff, and aquifer storage levels improve to the point where the water system is once again capable of supporting unrestricted water demand. Any water use rules and regulations in effect at the time are officially rescinded by City Council and public notice is given that the water shortage is over. The City Manager would then oversee any remaining termination and plan review activities. These activities could include:

- Publicize gratitude for the community's cooperation
- Restore water utility operations, organization, and services to pre-event levels
- Document the event and response and compile applicable records for future reference
- Continue to maintain liaison as needed with external agencies
- Collect cost accounting information, assess revenue losses and financial impact, and review deferred projects or programs
- Debrief staff to review effectiveness of actions, to identify the lessons learned, and to enhance response and recovery efforts in the future
- Complete a detailed evaluation of affected facilities and services to prepare an "after action" report
- Update the water shortage contingency plan as needed.
- Continue to evaluate and implement measures to increase supply and security.



## **DISCUSSION AGENDA ITEM**

### **SUPPORTING DOCUMENTATION ATTACHED**

---

5. Discussion/Acceptance of Resolution 2020-21; Certification of 2020 Election Results



**RESOLUTION 2020-21**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF TRINIDAD**  
**CANVASSING RETURNS AND DECLARING RESULT OF THE GENERAL MUNICIPAL ELECTION**  
**HELD ON TUESDAY, NOVEMBER 03, 2020.**

**RESOLVED**, by the City Council of the City of Trinidad, California, that

**WHEREAS**, a Consolidated General Municipal Election was held and conducted on November 03, 2020, as required by law; and

**WHEREAS**, it appears that notice of said election was duly and legally given, that the voting precinct was properly established therefore, that polling place information, sample ballots, and absentee ballots were mailed to all registered voters in the City, Election Officers were appointed and election supplies furnished; and that in all respects said election was held and conducted and the voters cast there ballots, received and canvassed and the returns thereof made, determined and declared in time, form and manner as required by law; and

**WHEREAS**, the County of Humboldt Elections Division met to canvass the returns of said consolidated election and declare the results thereof are as hereinafter set forth;

**NOW, THEREFORE, IT IS HEREBY FOUND, DETERMINED AND RESOLVED:**

1. The Consolidated General Election was held and conducted in the City of Trinidad, County of Humboldt, California, on Tuesday, November 03, 2020 in the time, form and manner required by law.
2. There was one voting precinct established in said City for the purpose of holding said election, as last established by the Board of Supervisors of the County of Humboldt for the conduct of State and County elections, as follows: **Trinidad Precinct 5T-1**
3. That a canvass of the votes cast in said City for City Council contests; (1) 2-year term, and (2) 4-year terms, for the offices Council members was duly held and completed on December 01, 2020 by the County Elections Division and in accordance with law.
4. That a canvass of the votes cast in said City for Measure E Continuation of the ¾% Sales Tax Increase was duly held and completed on December 01, 2020 by the County Elections Division and in accordance with law, **and passed with 72.8% voter support.**
5. That the total number of votes cast in said City of Trinidad at said election was **268**.
6. That the names of the persons voted for, the office which they were voted, the number of votes received by each said persons in said precinct, together with the whole number of votes which they received are as follows:

<b>FOR COUNCILMEMBER</b>	<b>5T-1</b>	<b>PERCENTAGE</b>
Jack West	185	52.63%
Steven Mark Ladwig	168	47.37%
David W. Grover	169	75.88%
Michael J. Morgan	54	24.22%

7. That all duly registered voters received vote-by-mail ballots from the County of Humboldt in the time and manner provided by law due to the Covid-19 pandemic this year.
8. That the said Consolidated General Municipal Election held in the City of Trinidad on Tuesday, November 03, 2020 resulted in the election of **Jack West and Steve Ladwig to the 4-year terms, and David Grover to the 2-year term**, as members of the Council of the City of Trinidad.
9. That the City Clerk of the City of Trinidad has been directed to deliver to each of the persons elected a certificate of election signed by the County Elections Official and duly authenticated. The Oath of Office will be subscribed thereto.

**PASSED, APPROVED & ADOPTED** on this 8<sup>th</sup> day of December by the following vote:

Ayes:  
Nays:  
Abstain:  
Absent:

**Attest:**

\_\_\_\_\_  
**Gabriel Adams**  
Trinidad City Clerk

\_\_\_\_\_  
**Steve Ladwig**  
Mayor



COUNTY OF HUMBOLDT  
Office of Elections & Voter Registration

2426 6<sup>th</sup> Street  
Eureka, CA 95501  
707-445-7481  
Fax 707-445-7204

December 2, 2017

Gabriel Adams, City Clerk  
City of Trinidad  
PO Box 390  
Trinidad, CA 95570

Re: Presidential General Election – November 3, 2020  
**Certification Results**

Dear Gabe:

Enclosed please find a copy of the County of Humboldt's Certificate of Results of Canvass for the Presidential General Election held on November 3, 2020 for the following:

- Trinidad City Councilmember, 4-Year
- Trinidad City Councilmember, 2-Year
- Measure E

Please feel free to contact our office with questions.

Regards,

Lucinda Jackson  
Administrative Analyst  
[ljackson@co.humboldt.ca.us](mailto:ljackson@co.humboldt.ca.us)  
707-445-7481

Enclosures

**Certificate of Results of Canvass  
November 3, 2020  
Presidential General Election  
Trinidad City Councilmember**

STATE OF CALIFORNIA        }  
                                      }  
COUNTY OF HUMBOLDT       }

SS

I, Kelly E. Sanders, Registrar of Voters of the County of Humboldt, do hereby certify that pursuant to the provisions of Section 15301 et al., of the California Elections Code, I did canvass the return of votes cast in the November 3, 2020, Presidential General Election, and that the Statement of Votes Cast to which this Certification is attached shows the total number of votes cast and the total number of votes cast for each candidate and/or measure in each respective precinct therein and that the totals for each candidate and/or measure are true and correct.

WITNESS MY HAND AND OFFICIAL SEAL this 1st Day of December, 2020.

KELLY E. SANDERS  
REGISTRAR OF VOTERS

Signed: \_\_\_\_\_

Deputy



**FINAL REPORT**

Official Election

Run Time 10:11 AM  
Run Date 12/01/2020

**Humboldt County****PRESIDENTIAL GENERAL ELECTION**

11/3/2020

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**Official Results****Registered Voters**

69932 of 85317 = 81.97%

**Precincts Reporting**

66 of 66 = 100.00%

**TRINIDAD CITY COUNCILMEMBER, 4-YR - Vote for no more than TWO (2)**

Choice	Party	Vote By Mail		Election Day Voting		Early Voting		Total	
STEVEN MARK LADWIG		168	47.59%	1	25.00%	2	50.00%	171	47.37%
JACK WEST		185	52.41%	3	75.00%	2	50.00%	190	52.63%
Cast Votes:		353	100.00%	4	100.00%	4	100.00%	361	100.00%
Undervotes:		154		10		0		164	
Overvotes:		0		0		0		0	
Unresolved write-in votes:		11		0		0		11	

**HUMBOLDT COMMUNITY SERVICES DISTRICT DIRECTOR - Vote for no more than THREE (3)**

Choice	Party	Vote By Mail		Election Day Voting		Early Voting		Total	
HEIDI BENZONELLI		4,215	24.15%	201	22.76%	76	17.19%	4,492	23.92%
MICHAEL P. HANSEN		3,335	19.11%	140	15.86%	77	17.42%	3,552	18.92%
DAVID HAYNIE		1,622	9.29%	107	12.12%	48	10.86%	1,777	9.46%
DAVID SAUNDERSON		3,165	18.14%	109	12.34%	89	20.14%	3,363	17.91%
JOSH SEHON		1,525	8.74%	94	10.65%	41	9.28%	1,660	8.84%
JOE MATTEOLI		3,590	20.57%	232	26.27%	111	25.11%	3,933	20.95%
Cast Votes:		17,452	100.00%	883	100.00%	442	100.00%	18,777	100.00%
Undervotes:		12,125		1,054		460		13,639	
Overvotes:		4		1		0		5	
Unresolved write-in votes:		81		4		4		89	

**MCKINLEYVILLE COMMUNITY SERVICES DISTRICT DIRECTOR, 4-YR - Vote for no more than TWO (2)**

Choice	Party	Vote By Mail		Election Day Voting		Early Voting		Total	
SCOTT BINDER		3,641	33.85%	251	33.42%	163	36.06%	4,055	33.91%
GREG ORSINI		3,929	36.53%	247	32.89%	139	30.75%	4,315	36.08%
WILLIAM MCBROOME		3,186	29.62%	253	33.69%	150	33.19%	3,589	30.01%
Cast Votes:		10,756	100.00%	751	100.00%	452	100.00%	11,959	100.00%
Undervotes:		5,305		606		241		6,152	
Overvotes:		1		0		0		1	
Unresolved write-in votes:		45		5		3		53	

## TRINIDAD CITY COUNCILMEMBER, 4-YR

Cumulative Totals

Precinct	Registration	Ballots Cast	Turnout (%)	STEVEN MARK LADWIG	JACK WEST
ST--1	308	268	87.0	171	190
<b>Vote By Mail Totals</b>	308	259	84.1	168	185
<b>Election Day Voting Totals</b>	308	7	2.3	1	3
<b>Early Voting Totals</b>	308	2	0.6	2	2
<b>Grand Totals</b>	308	268	87.0	171	190

## *Certificate of Election*

*State of California                    }*  
*County of Humboldt*

*I, Kelly E. Sanders, Registrar of Voters in and for the County of Humboldt in the State of California, do hereby certify that at a general election held in and for said county on **November 3, 2020, STEVEN MARK LADWIG** was elected to the office of **TRINIDAD CITY COUNCILMEMBER, 4-YEAR** for the County of Humboldt as appears by the official returns of said election and the statement of votes cast now on file.*

*IN WITNESS WHEREOF, I have hereunto affixed my hand and seal this 1st day of December, 2020.*

*Kelly E. Sanders*  
*Kelly E. Sanders*

## *Certificate of Election*

*State of California                    }*  
*County of Humboldt*

*I, Kelly E. Sanders, Registrar of Voters in and for the County of Humboldt in the State of California, do hereby certify that at a general election held in and for said county on **November 3, 2020**, **JACK WEST** was elected to the office of **TRINIDAD CITY COUNCILMEMBER, 4-YEAR** for the County of Humboldt as appears by the official returns of said election and the statement of votes cast now on file.*

*IN WITNESS WHEREOF, I have hereunto affixed  
my hand and seal this 1st day of December, 2020.*

*Kelly E. Sanders*  
\_\_\_\_\_  
*Kelly E. Sanders*

**Certificate of Results of Canvass  
November 3, 2020  
Presidential General Election  
Trinidad City Councilmember, 2-Year**

STATE OF CALIFORNIA        }  
                                      }  
COUNTY OF HUMBOLDT       }

SS

I, Kelly E. Sanders, Registrar of Voters of the County of Humboldt, do hereby certify that pursuant to the provisions of Section 15301 et al., of the California Elections Code, I did canvass the return of votes cast in the November 3, 2020, Presidential General Election, and that the Statement of Votes Cast to which this Certification is attached shows the total number of votes cast and the total number of votes cast for each candidate and/or measure in each respective precinct therein and that the totals for each candidate and/or measure are true and correct.

WITNESS MY HAND AND OFFICIAL SEAL this 15<sup>th</sup> Day of December, 2020.

KELLY E. SANDERS  
REGISTRAR OF VOTERS

Signed: \_\_\_\_\_

Deputy



**FINAL REPORT**

Official Election

Run Time 10:11 AM

Run Date 12/01/2020

**Humboldt County****PRESIDENTIAL GENERAL ELECTION**

11/3/2020

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**Official Results****Registered Voters**

69932 of 85317 = 81.97%

**Precincts Reporting**

66 of 66 = 100.00%

**FORTUNA CITY COUNCILMEMBER - Vote for no more than TWO (2)**

Choice	Party	Vote By Mail		Election Day Voting		Early Voting		Total	
TAMI TRENT		3,159	40.75%	161	36.43%	140	37.14%	3,460	40.36%
MIKE LOSEY		3,157	40.72%	171	38.69%	149	39.52%	3,477	40.56%
DEAN GLASER		1,437	18.53%	110	24.89%	88	23.34%	1,635	19.07%
Cast Votes:		7,753	100.00%	442	100.00%	377	100.00%	8,572	100.00%
Undervotes:		2,403		269		119		2,791	
Overvotes:		1		0		0		1	
Unresolved write-in votes:		62		3		6		71	

**RIO DELL CITY COUNCILMEMBER, 2-YR - Vote for no more than ONE (1)**

Choice	Party	Vote By Mail		Election Day Voting		Early Voting		Total	
GORDON E. JOHNSON		917	100.00%	66	100.00%	64	100.00%	1,047	100.00%
Cast Votes:		917	100.00%	66	100.00%	64	100.00%	1,047	100.00%
Undervotes:		250		25		7		282	
Overvotes:		0		0		0		0	
Unresolved write-in votes:		48		1		7		56	

**RIO DELL CITY COUNCILMEMBER, 4-YR - Vote for no more than TWO (2)**

Choice	Party	Vote By Mail		Election Day Voting		Early Voting		Total	
AMANDA CARTER		663	46.40%	40	45.45%	34	40.48%	737	46.03%
FRANK WILSON		766	53.60%	48	54.55%	50	59.52%	864	53.97%
Cast Votes:		1,429	100.00%	88	100.00%	84	100.00%	1,601	100.00%
Undervotes:		954		93		67		1,114	
Overvotes:		0		0		0		0	
Unresolved write-in votes:		47		3		5		55	

**TRINIDAD CITY COUNCILMEMBER, 2-YR - Vote for no more than ONE (1)**

Choice	Party	Vote By Mail		Election Day Voting		Early Voting		Total	
DAVID W. GROVER		169	75.78%	2	66.67%	2	100.00%	173	75.88%
MICHAEL J. MORGAN		54	24.22%	1	33.33%	0	0.00%	55	24.12%
Cast Votes:		223	100.00%	3	100.00%	2	100.00%	228	100.00%
Undervotes:		32		4		0		36	
Overvotes:		1		0		0		1	
Unresolved write-in votes:		3		0		0		3	

## TRINIDAD CITY COUNCILMEMBER, 2-YR

Cumulative Totals

Precinct	Registration	Ballots Cast	Turnout (%)	DAVID W. GROVER	MICHAEL J. MORGAN
ST--1	308	268	87.0	173	55
<b>Vote By Mail Totals</b>	308	259	84.1	169	54
<b>Election Day Voting Totals</b>	308	7	2.3	2	1
<b>Early Voting Totals</b>	308	2	0.6	2	0
<b>Grand Totals</b>	308	268	87.0	173	55

## *Certificate of Election*

*State of California  
County of Humboldt*

}

*I, Kelly E. Sanders, Registrar of Voters in and for the County of Humboldt in the State of California, do hereby certify that at a general election held in and for said county on **November 3, 2020**, **DAVID W. GROVER** was elected to the office of **TRINIDAD CITY COUNCILMEMBER, 2-YEAR** for the County of Humboldt as appears by the official returns of said election and the statement of votes cast now on file.*

*IN WITNESS WHEREOF, I have hereunto affixed my hand and seal this 1st day of December, 2020.*

*Kelly E. Sanders*

*Kelly E. Sanders*

**Certificate of Results of Canvass  
November 3, 2020  
Presidential General Election  
Measure E**

STATE OF CALIFORNIA       }  
                                      }  
COUNTY OF HUMBOLDT     }  
                                      }       SS


I, Kelly E. Sanders, Registrar of Voters of the County of Humboldt, do hereby certify that pursuant to the provisions of Section 15301 et al., of the California Elections Code, I did canvass the return of votes cast in the November 3, 2020, Presidential General Election, and that the Statement of Votes Cast to which this Certification is attached shows the total number of votes cast and the total number of votes cast for each candidate and/or measure in each respective precinct therein and that the totals for each candidate and/or measure are true and correct.

WITNESS MY HAND AND OFFICIAL SEAL this 1<sup>st</sup> Day of December, 2020.

KELLY E. SANDERS  
REGISTRAR OF VOTERS

Signed: \_\_\_\_\_

Deputy



**FINAL REPORT**

Official Election

Run Time 10:11 AM

Run Date 12/01/2020

**Humboldt County****PRESIDENTIAL GENERAL ELECTION**

11/3/2020

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**Official Results****Registered Voters**

69932 of 85317 = 81.97%

**Precincts Reporting**

66 of 66 = 100.00%

**Measure C City Of Eureka, Charter Amendment**

Choice	Party	Vote By Mail		Election Day Voting		Early Voting		Total	
Yes		6,585	62.46%	359	49.11%	139	42.38%	7,083	61.05%
No		3,958	37.54%	372	50.89%	189	57.62%	4,519	38.95%
Cast Votes:		10,543	100.00%	731	100.00%	328	100.00%	11,602	100.00%
Undervotes:		898		142		12		1,052	
Overvotes:		0		1		0		1	
Unresolved write-in votes:		0		0		0		0	

**Measure H City Of Eureka, Supplemental Transaction and Use Tax**

Choice	Party	Vote By Mail		Election Day Voting		Early Voting		Total	
Yes		7,443	67.45%	438	57.33%	174	52.73%	8,055	66.41%
No		3,592	32.55%	326	42.67%	156	47.27%	4,074	33.59%
Cast Votes:		11,035	100.00%	764	100.00%	330	100.00%	12,129	100.00%
Undervotes:		406		107		10		523	
Overvotes:		0		3		0		3	
Unresolved write-in votes:		0		0		0		0	

**Measure G City Of Fortuna, Extension of Current Essential Services Funding Measure**

Choice	Party	Vote By Mail		Election Day Voting		Early Voting		Total	
Yes		3,444	70.30%	186	58.49%	137	58.05%	3,767	69.08%
No		1,455	29.70%	132	41.51%	99	41.95%	1,686	30.92%
Cast Votes:		4,899	100.00%	318	100.00%	236	100.00%	5,453	100.00%
Undervotes:		199		44		10		253	
Overvotes:		0		1		1		2	
Unresolved write-in votes:		0		0		0		0	

**Measure E City Of Trinidad, Special Tax**

Choice	Party	Vote By Mail		Election Day Voting		Early Voting		Total	
Yes		182	72.80%	3	42.86%	2	100.00%	187	72.20%
No		68	27.20%	4	57.14%	0	0.00%	72	27.80%
Cast Votes:		250	100.00%	7	100.00%	2	100.00%	259	100.00%
Undervotes:		9		0		0		9	
Overvotes:		0		0		0		0	
Unresolved write-in votes:		0		0		0		0	

## Measure E City Of Trinidad, Special Tax

Cumulative Totals

Precinct	Registration	Ballots Cast	Turnout (%)	Yes	No
ST--1	308	268	87.0	187	72
<b>Vote By Mail Totals</b>	308	259	84.1	182	68
<b>Election Day Voting Totals</b>	308	7	2.3	3	4
<b>Early Voting Totals</b>	308	2	0.6	2	0
<b>Grand Totals</b>	308	268	87.0	187	72



## **DISCUSSION AGENDA ITEM**

### **SUPPORTING DOCUMENTATION ATTACHED**

---

6. Discussion/Update regarding January Council Meeting Schedule.

## **Agenda Item – January City Council Meeting Schedule**

**Date: December 8, 2020**

---

### **Update/Discussion:**

The ARC (Agenda Review Committee) suggests that the Regular City Council meeting be moved to January 26<sup>th</sup>, and that the January 12<sup>th</sup> meeting be cancelled due to a conflict in the City Manager's schedule.



## **DISCUSSION AGENDA ITEM**

### **SUPPORTING DOCUMENTATION ATTACHED**

---

7. Discussion/Update regarding Current Vacancies on the Planning Commission, Trails Committee, and Short-Term Rental Committee.

## DISCUSSION AGENDA ITEM

Tuesday, December 08, 2020

---

**Item:** Planning Commission Vacancies

**Background:** The Planning Commission has been operating with only 4 commissioners since March 2020. Planning Commissioner terms last 4-years, and appointments are made by the City Council.

The vacant seat expires in 2022. The other two seats will be 4-year terms through 2024 (currently held by Commissioners Stockness and Hopkins through December 2020).

The current commissioners are:

Tom Hopkins	Trinidad area Resident	Term expires December 2020
Diane Stockness	City resident	Term expires December 2020
Cheryl Kelly	City Resident	Term expires December 2022
Richard Johnson	Trinidad area resident	Term expires December 2022
<b>VACANT</b>	<i>must be a City resident</i>	Term expires December 2022

Trinidad Municipal allows the Planning Commission to include up to (2) Commissioners that live outside the city limits if no qualified City residents apply.

A vacancy notice will be published immediately, with a filing deadline of January 15, 2021.

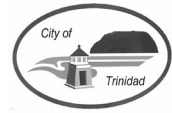
With no term limits specified in the Trinidad Municipal Code for Planning Commissioners, current Commissioners are welcome to reapply.

**Recommended Action:** No action needed. Staff will return in January with letters of interest submitted.

**Attachments:** Vacancy Notice

**CITY OF TRINIDAD**  
P.O. Box 390  
409 Trinity Street  
Trinidad, CA 95570  
(707) 677-0223

**Steve Ladwig, Mayor**  
**Gabriel Adams, City Clerk**



Tuesday, December 08, 2020

## **PUBLIC ANNOUNCEMENT OF VACANCIES ON THE TRINIDAD PLANNING COMMISSION**

(2) SEATS, TERM: **Through DECEMBER 2024**  
(1) SEAT, TERM: **Through DECEMBER 2022**

The City of Trinidad is currently seeking qualified individuals to serve as volunteers on the 5-member Planning Commission. There are (2) openings for 4-year terms serving through December 2024, and (1) opening for the remaining term that expires in December 2022 left vacant by resignation.

Of the (3) positions open, the Council may choose to select (1) applicant from the "Greater Trinidad Area", but the other (2) selected must reside within the city limits.

Experience or an understanding of development or planning-related concepts relevant to the City of Trinidad is preferred - but not required. Commission applicants are appointed by the City Council during open session and attendance is requested for the selection meeting.

Please submit a letter of interest that includes your contact information, connection to the city or Greater Trinidad Area, reason for wanting to serve, and any relevant experience you may have in Planning related matters. ***The deadline for filing is January 15, 2021, and will remain open until filed.***

**Send letter of interest to the City Clerk's Office:**

CITY OF TRINIDAD, P.O. BOX 390, TRINIDAD, CA 95570

**Deliver letter in person to:**

TRINIDAD CITY HALL, 409 TRINITY STREET, TRINIDAD, CA

**Or Email to:** [CITYCLERK@TRINIDAD.CA.GOV](mailto:CITYCLERK@TRINIDAD.CA.GOV)

**THE DEADLINE FOR FILING IS 2:00 PM, JANUARY 15, OR UNTIL  
POSITIONS ARE FILLED.**

FOR ADDITIONAL INFORMATION OR QUESTIONS, PLEASE CALL 677-0223.

**Gabriel Adams** - Trinidad City Clerk

**TRINIDAD CITY HALL**

P.O. Box 390  
409 Trinity Street  
Trinidad, CA 95570  
(707) 677-0223

**Steve Ladwig, Mayor**  
**Gabriel Adams, City Clerk**



## **SHORT-TERM RENTAL ADVISORY COMMITTEE**

### **MEMBER OF THE PUBLIC – CITY REPRESENTATIVE NEEDED**

The City of Trinidad is searching for a volunteer to fill a vacancy on the Short-Term Rental Committee to serve in an advisory capacity to the Council, Commissions, or City Staff as appropriate, on all matters concerning Short-Term Rentals (or STRs) in the City limits.

**Purpose of the Advisory Group:** The purpose of the Committee is to evaluate the Ordinance for its effectiveness relating to permitting, implementation, or conflict resolution, and analyze conflicts or problems with parking, noise, over-occupancy, gatherings, etc. that have been identified in the Ordinance, and assist the Council in resolving or making recommendations on such matters. Guidance and oversight will be provided by the City Manager.

**Objectives of the Committee:** 1) provide a public forum at the end of the busy tourist season to solicit input from the community on issues or successes related to the implementation of the short-term rental regulations, 2) assist the City Manager in evaluating formal complaints received throughout the calendar year, 3) make balanced and informed recommendations to the City Council on ways to improve the Ordinance, or share ways in which the policies and procedures are being successfully implemented, and 4) report to the Council annually on the Committee meetings, activity, and recommendations.

#### **MINIMUM QUALIFICATIONS:**

- *The position open was left vacant by a member of the public with no affiliation to the STR Industry (owner or manager)*
- *Must reside within the City of Trinidad limits.*

#### **COMMITTEE COMPOSITION & MEETINGS:**

**MEETING DATES:** The STR Committee will meet regularly on a quarterly basis, with one meeting being held in the fall in conjunction with the end of the busy tourist season. Additional special meetings may be added to the quarterly schedule, subject to the availability of all Committee members. Special meetings must be reviewed and approved by the City Manager or City Council.

- (1) Planning Commissioner
- (2) members of the public who are not directly affiliated with an STR
- (2) members of the public who are either STR owners or property managers

*The City Manager or his/her designee will serve as the primary City staff liaison between the Advisory Group and the Council*

#### **Interested residents living within the City limits may send a letter of interest to the City Clerk at:**

City of Trinidad, PO Box 390, Trinidad, CA 95570, or by email to: [cityclerk@trinidad.ca.gov](mailto:cityclerk@trinidad.ca.gov), or delivered in person to the Town Hall at 409 Trinity Street.

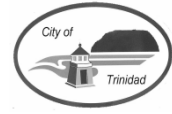
**In this letter, please discuss why you want to serve on the Advisory Group, what your understanding and/or familiarity is with the STR ordinance, and how you see yourself working with a group of people who potentially have different and sometimes very opposing points of view.**

**Deadline is Friday, January 15, 2021, 2:00pm – OR UNTIL THE POSITION IS FILLED.**

**Mail to:** City of Trinidad, P.O. Box 390, Trinidad, CA, 95570  
**Deliver to:** 409 Trinity Street, Trinidad, CA 95570  
**Email to:** [cityclerk@trinidad.ca.gov](mailto:cityclerk@trinidad.ca.gov)

**TRINIDAD CITY HALL**  
P.O. Box 390  
409 Trinity Street  
Trinidad, CA 95570  
(707) 677-0223

**Steve Ladwig, Mayor**  
**Gabriel Adams, City Clerk**



## **TRINIDAD TRAILS ADVISORY COMMITTEE**

### **TWO VACANCIES**

### **GENERAL PUBLIC REPRESENTATIVE &**

### **VISITOR SERVICES/BUSINESS COMMUNITY REPRESENTATIVE**

The City of Trinidad is searching for volunteers to fill two vacancies on the Trinidad Trails Committee to serve in an advisory capacity to the Council, Commissions, or City Staff as appropriate, in matters relating to or affecting trails in the City of Trinidad; including

- To make recommendations to City Staff on the management, maintenance, and repair of trails in the City of Trinidad.
- To make recommendations during the environmental review process on projects that may involve or affect trails in the City of Trinidad; and
- To provide a forum for community engagement, outreach, and education regarding trails.

#### **MINIMUM QUALIFICATIONS for General Public Representative:**

- *The position open was left vacant by a General Public representative.*
- *Must reside within the City of Trinidad limits.*
- *Must act as the liaison between the Public and the Trails Committee.*

#### **MINIMUM QUALIFICATIONS for Visitor Services/Business Community Representative:**

- *The position open was left vacant by a Visitor Services Representative.*
- *Does not need to reside within the City of Trinidad limits.*
- *Must act as the liaison between the Visitor Services/Business Community and the Trails Committee.*

#### **COMMITTEE COMPOSITION & MEETINGS:**

Meetings are held monthly, open to the public, and noticed in accordance with the Brown Act and City regulations. Membership of the Trails committee shall be appointed by the City Council, and is composed of the following representatives:

- (1) City Councilmember (Committee Chair)
- (1) Planning Commission liaison
- (2) General Public representatives
- (1) Tribal representative of the Yurok Tribe
- (1) Tribal representative of the Trinidad Rancheria
- (1) Visitor Services/Business Community representative

*The Public Works Director, or his designee, shall serve as primary staff liaison to the Trails Committee.*

If you'd like to be considered for this committee, please send a very brief letter of interest to the City of Trinidad at the contact information below. Make sure your letter includes your name, address, telephone number so we're able to contact you.

**Deadline is Friday, January 15, 2021, 2:00pm**

**Mail to:** City of Trinidad, P.O. Box 390, Trinidad, CA, 95570  
**Deliver to:** 409 Trinity Street, Trinidad, CA 95570  
**Email to:** [cityclerk@trinidad.ca.gov](mailto:cityclerk@trinidad.ca.gov)